1099 PRO HELP MANUAL 2011

PROFESSIONAL, ENTERPRISE & CORPORATE SUITE

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1099 Pro

Professional, Enterprise, and Corporate Suite help manual

by 1099 Pro

The 1099 Pro Software produces all forms in the 1099, 1098, 5498, and 39xx series. It also prints to plain paper, preprinted forms and continuous forms. In addition or software also offers eFile options to the IRS.

This help manual will assist you with instructions and operations on how to use 1099 Pro.

1099 Pro® 2011

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1 Getting Started

Welcome to 1099 Pro® 2011

PUSH A BUTTON AND IT'S DONE ™

Quick Tour

A brief history of 1099 forms and overview of Printing, Mailing and Filing your Tax Forms.

Getting the Most out of 1099 Pro

Adding a Filer(s), Importing Data, Inputting Data, Control Total Reports, Printing Forms, Multi-User/Network Installation, Security & Administration, Backup Data, Create Corrections, Align Forms, IRS Instructions, FIRE System.

Important Dates

IRS/SSA Deadlines for Printing and Mailing your Forms and Deadlines for Filing your Forms.

Support

Contact Number for Technical Support, Service Bureau. Online Flash Tutorials.
1099Pro Website Addresses and Compliance Websites, Registration & Upgrades

What's New

What's new for 1099 Pro® 2011

Corporate Suite Advanced Functionality

These features are available to Corporate Suite edition only

- 1099Pro State Quarterly E-File Wizard
- 1099Pro Aggregation Feature
- 945 Federal and State Balancing Report
- Creating a Correction of a Correction
- Customize_Fixed_Field
- Hosted Solutions
- Reporting Thresholds
- Set Aggregation Rule
- Transactional Imports
- Year-to-Date Import Zero Drop Overview
- Schedule Imports and Reporting

ASP.net Features

These are the advantages of using the ASP.net edition of our software.

- No software installation on end user machines **(Internet Explorer 6.0 or higher is necessary)**
- Lightning fast Multi-Year lookup **(This feature can be regulated by Administrator set permissions)**
- Custom Queries **(User definable search criteria)**
- Security **(128-bit encryption)**
- Recipient Printable Forms **(Recipient Module)**

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1099 Pro® provides award winning software solutions that are easy to use.

1099 Pro provides software solutions that simplify the process of organizing and filing your 1098, 1099, 5498, W-2, and 1042-S tax forms with the IRS. Supported forms include all twenty-three 1099/1098/5498/& W2-G informational returns (including the new 1099-SA & 5498-SA), corrections, W-9's & B-Notices.

7/21/2011 2011

1.1 Disclaimer

Disclaimer

The 1099 Pro, Inc. methodology of flagging errors & warnings is merely a tool to help detect *some* of the possible inconsistencies or omissions in your data. 1099 Pro, Inc. does not assert that our system of detecting Errors and Warnings matches that of the IRS/SSA or that our system will detect any or all errors in your data. You may in fact have records that flag no Errors or Warnings and the IRS/SSA may both reject your files and or records and assess significant penalties on the data or lack of data that you submitted or did not submit. 1099 Pro, Inc. assumes no responsibility or liability for the detection of errors, omissions, inconsistencies, warnings, formatting, accuracy or compete filing or processing of your data. This software application identifies many, but not all, of the most common format errors in information compliance submissions. The likelihood of submission rejection, though not eliminated, is greatly reduced when utilizing this application. Even if no errors are identified by this software, your submission could be returned or you could be penalized because of other errors.

1.2 Getting the Most Out of 1099Pro

Getting the Most Out of 1099Pro

Filers
Browse Filers

Recipients
Browse Recipients

Tax Forms
Create a Tax Form
Issue a W-9 Form
Issue a First B-Notice
Issue a Second B-Notice
Aggregation **(Corporate Suite Version Only)**

Margins
Align Margins

Data
Roll Forward Data
Backup Data
Import Maps

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Importing Data
Exporting Data
Export Maps
Create Corrections
Data Aggregation

Printing
Print a Tax Form
Print to a PDF

File w/ IRS
Filing via E-File
Uploading to the Service Bureau

Security:
Administration & Security
System Security Settings
Access Groups
Rights Groups
User Groups
Users

Hosting:
Hosted Solutions

Miscellaneous
View IRS Instructions
Contact Technical Support
Print Status Overview
Prepare Corrections

Take me back to Getting Started

1.3 Quick Tour

Quick Tour

Overview of Information Reporting.

What is a 1099 Form?
According to the IRS and Federal tax law, you must report to the IRS payments totaling $600 or more made to independent contractors over the course of the calendar year. When a person is paid on the form, 1099-MISC for example, all money earned by the individual is paid on an untaxed basis. It is then the responsibility of the individual to file and pay the appropriate taxes. These taxes can be owed to Federal, State and Local governments. Workers compensation and unemployment issues also must be addressed independently.

Who we are?
1099 Pro, Inc. provides award winning 1099 software for filing tax forms 1099, 1098, W-2, 1042-S and many others. For your convenience, 1099 Pro carries a complete line of tax supplies including: 1099 forms, W-2 forms, 1042-S forms and envelopes. We also offer Print/Mail/E-Filing services in the form of our Service Bureau . To save you time and money, 1099 Pro continues to offer complimentary technical support with the purchase

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of any of our software products.

The 1099 Pro Service Bureau
The Service Bureau is a Print/Mail/E-Filing service offered to users of 1099 Pro software. All of our software products allow the creation of a data UPLOAD file which can be easily transmitted to our Service Bureau. We can then print and mail the appropriate forms on your behalf and/or electronically submit your file to the IRS. We can process any number of filers, recipients, and form types.

Why should I use the Service Bureau?
The 1099 Pro Service Bureau has provided Print/Mail/E-Filing services to thousands of our users. Our customers utilize the Service Bureau to save money, minimize administrative headaches, safeguard their sensitive data, and benefit from our extensive experience. We've made the process simple:

1. Purchase the appropriate 1099 Pro software package.
2. Call or E-Mail our Service Bureau to set an appointment date. We must have your data by the agreed upon appointment date to ensure that it is mailed or filed by the IRS deadline.
3. Manually enter or import your data into your 1099 Pro software.
4. Create an upload file within your 1099 Pro software.
5. E-Mail or FTP your upload file to us on or before your appointment date.

Why It's Important to Comply?
If you don't file information returns, you face various penalties.

For example, failing to file correct information returns by the due date results in penalties that range from $15 to $50 *per* Form W-2 or Form 1099, depending on how late you file the return, and the size of your business. The maximum penalty ranges from $75,000 to $250,000 ($25,000 to $100,000 for small businesses, defined as a business where your average annual gross receipts are $5 million or less).

If you intentionally disregard filing requirements, you can pay a penalty of at least $100 per information statement, with no maximum penalty.

There are three exceptions to these filing penalties:

- If you can demonstrate that your omission was due to an event that was beyond your control or due to some significant mitigating factor and was not willful neglect, you may avoid the penalty. You must also show that you acted in a responsible manner and took steps to avoid the failure to file.
- An inconsequential error or omission is not considered a failure to include correct information because it doesn't prevent or hinder the SSA/IRS from processing the Form W-2, or from correlating the information required to be shown on the form with the information shown on the payee's tax return.
- The IRS also has something called a *de minimus* rule for corrections when certain requirements are met. Basically, if the value provided to an employee is less than it would cost to fix the return, it may sink beneath notice. See the IRS Topic: De Minimis (Minimal) Benefits .

Filing Accurate Information Returns
The IRS issues very detailed and exacting instructions for filling out information returns. For instance, the IRS has very definite preferences for which forms can be used, what font you should use (no script characters), where you should place the data in the blocks, and where you can use zeros.

So follow the instructions carefully. If the IRS can't interpret your forms, you may be subject to a penalty of $50 for each return in an improper format.

Take me back to Getting Started

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1.4 Registration & Upgrades

Registration & Upgrades

Software Activation

You must activate your DEMO of this software to access this feature
If your software is running in "DEMO" mode, you must enter your 14 character authorization code so your demo will unlock and give you access to this and other features. Once you have your authorization code follow these steps to activate your software:

1. From within the software Click on the menu item "**Utilities**" (at the top of the screen)
2. Select "**Software Registration/Demo Activation**"
3. Enter your code & click on the "**Activate Now**" button
4. If for some reason you code does not work please call the number below.

Image 2

If you are ready to upgrade your copy of 1099 Pro...
Enter the code you received, then press the 'Upgrade Now' button
Upgrade/Bump Code:
Upgrade Now

How to obtain an Authorization Code
- Internet: go to www.1099pro.com and purchase the software from our web site.
- Phone: call toll free (888) 776-1099 or (888) pro-1099 from 6am-5pm PST or call (818) 876-0200
- E-Mail: sales@1099pro.com

Upgrading Transaction Limits

Transactions are the number of actual tax forms that may be entered or imported, regardless of print status, into 1099 Pro®. A standard installation allows for 5,000 transactions. To enter additional transactions you must upgrade 1099 Pro® with a bump code. Bump codes may be purchased online at www.1099pro.com or by contacting Sales at (888) 776-1099.

To upgrade transactions
1. At the menu bar go to Utilities and Software Registration & Upgrades.

2. Enter your bump code and click "**Upgrade Now**".

   - The window (Image 1) reflects available record transactions.

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Product Registration/Demo Activation
1099 Pro
Enterprise Edition
Registered Copy for Tax Year 2006
Registration:
Multi-User, 2-5 users
Current Record Limit: 5,000
Current Record Total: 0
If you would like to upgrade your record limits, contact us at:
1099 Pro, Inc.
Phone: (888) Pro-1099 9 AM to 5 PM PST
Email: support@1099pro.com
Web site/Online store: http://www.1099pro.com
If you are ready to upgrade your copy of 1099 Pro...
Enter the code you received, then press the 'Upgrade Now' button
Upgrade/Bump Code:
Upgrade Now
Close
Image 1

How Many Transactions Do I Have?

To track your transactions refer to the Registration window.

1. At the menu bar go to Utilities and Software Registration/Demo Activation.

2. At the window (Image 1) subtract the Current Record Limit from the Current Record Total. In this example, 0 records/transactions exist and 5,000 are still available.

1.5 What's New

What's New

What's NEW in 1099 Pro® 2011

The following are Changes and/or Fixes:

- **1099 Pro is easier than ever to use! Simpler menus and more help are just the beginning.**
- **1099 Pro Central:** Important information right at your fingertips! **Tell Me More...**
- **New Task Based Tool Bar Layout!! Tell Me More...**
- **New Form 1099-K for "Merchant and Third Party Payments has been released for 2011 but is still in DRAFT. The final version will be included in a future 1099 Pro update once it has been finalized.**
- **2011 Form Changes and Rule Updates.** 1099-B and 1099-R have been revised with new and renumbered boxes.
- **The IRS SSN masking program on Recipient copies of 1098*, 1099, and 5498 series forms has been extended through 2012.** Masking can reduce potential exposure of personal information on your mailings. * 1098-C is now excluded from the program. See **TIN Masking** for more details.
- **Import of Excel files through the import wizard with no conversion needed!**

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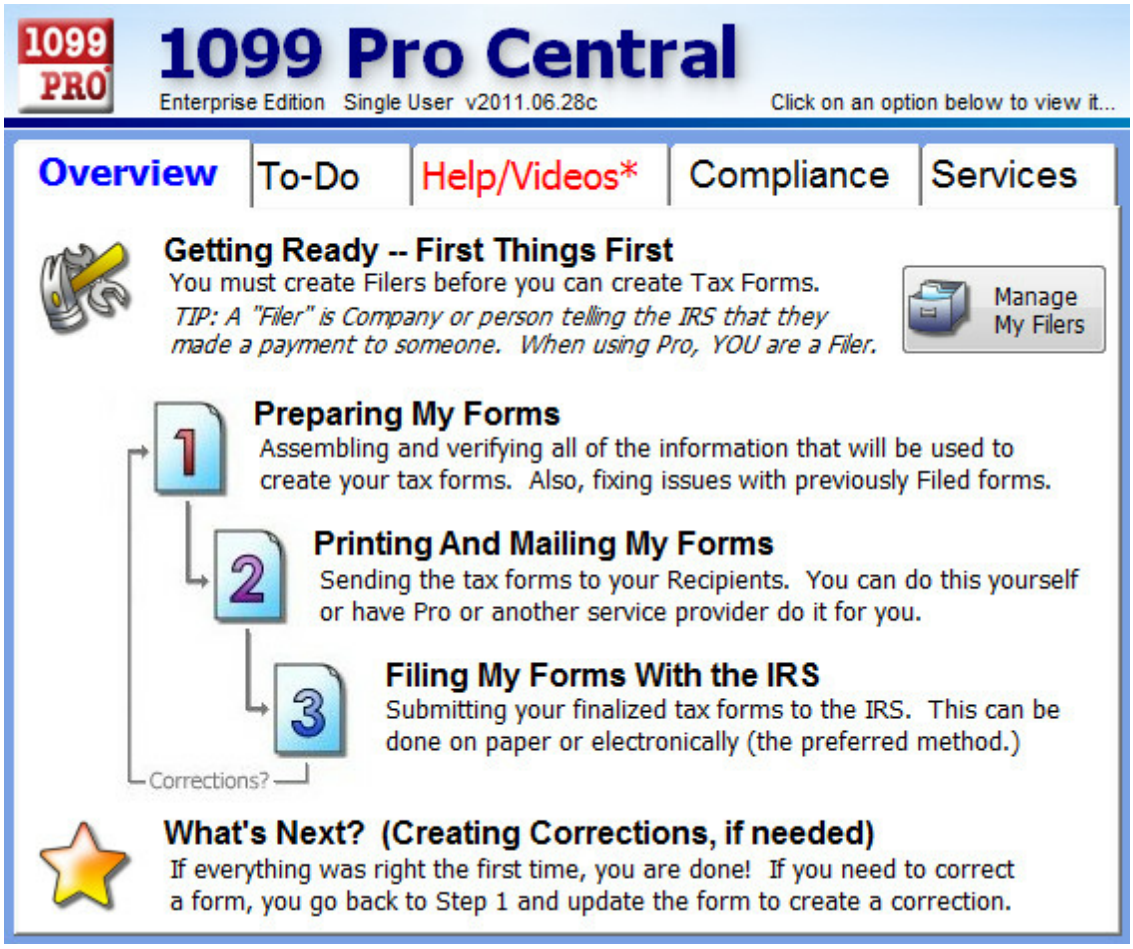
- **Ability to Import and Export Maps - Great for distributing maps to specific users.**
- **Bulk TIN Matching Through the 1099 Pro Service Bureau.** **Tell Me More...**
- **Recipient Email Address -** All forms and recipient records have a new optional field available for import, manual entry, and export called “Recipient Email”. This optional field does not get reported to the IRS or printed on the recipients statement. It can be used for optional web-delivery and/or web-presentment of tax forms to recipients.

Take me back to Getting Started*

2 The User Interface

2.1 1099 Pro Central

1099 Pro Central


1099 PRO
1099 Pro Central
Enterprise Edition Single User v2011.06.28c
Click on an option below to view it...
Overview
To-Do
Help/Videos*
Compliance
Services
Getting Ready -- First Things First
You must create Filers before you can create Tax Forms.
TIP: A "Filer" is Company or person telling the IRS that they made a payment to someone. When using Pro, YOU are a Filer.
Manage My Filers
1
Preparing My Forms
Assembling and verifying all of the information that will be used to create your tax forms. Also, fixing issues with previously Filed forms.
2
Printing And Mailing My Forms
Sending the tax forms to your Recipients. You can do this yourself or have Pro or another service provider do it for you.
3
Filing My Forms With the IRS
Submitting your finalized tax forms to the IRS. This can be done on paper or electronically (the preferred method.)
Corrections?
What's Next? (Creating Corrections, if needed)
If everything was right the first time, you are done! If you need to correct a form, you go back to Step 1 and update the form to create a correction.

The 1099 Pro Central Screen provides rapid access to important information.!

- **Overview:** General layout of the tax form filing process form start to finish!
- **To-Do:** Keeps track of important dates/form status. Also allows you to leave notes for yourself!
- **Help/Videos*:** Provides links to tech support resources, contact info for support, and Online Tutorials.

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- **Compliance:** Information on Tax Form compliance such as additional services, tools, and consultation. support, and Online Tutorials.
- **Services:** 1099 Pro offers many additional services such as our Service Bureau.

2.2 Toolbars

Toolbars

1099 Pro has been updated with task based tool bars!

Please click on the links below for detail on the options contained under each toolbar.

Preparing My Tax Forms
Printing & Mailing
Filing My Forms
Help & Extras

2.2.1 Preparing My Forms

Preparing My Forms Task Panel

From the Preparing My Forms task panel section you can:

Work With My Tax Forms (Previously Browse Enter & Edit) - View records, Add or change a record, Delete a record, Run a Control Totals report

Import New Tax Forms (Previously General Options>Import Forms) - Data View import sessions, Void import sessions, Import comma delimited files or tab delimited files.
Form Totals Reports - Customize a Control Totals report

2.2.2 Printing & Mailing

Printing & Mailing Task Panel

From the Printing & Mailing task panel section you can:

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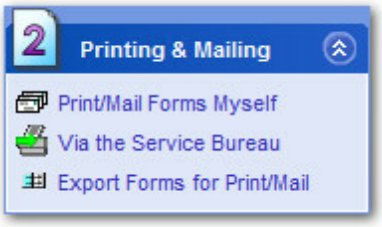

Printing/Mail (Previously Forms & Printing>Print Tax Forms) - Print via the Print Wizard

Via the Service Bureau - Takes you to the Printing, Mailing Filing screen, and Bulk TIN Matching screen where you can begin a new Service Bureau session for **Printing & Mailing or E-Delivery**.

Export Forms for Print/Mail - Export Forms to an ASCII text file for import into other programs.

2.2.3 Filing My Forms

Filing My Forms Task Panel

From the Filing My Forms task panel section you can:

File on Paper (via 1096) - Initiate a Form 1096 print session, Reset the print status of Form 1096, Reprint Form 1096, Run a 1096 Filing Session report.

Electronic Filing - Generate Electronic Files for use via the IRS FIRE system.

Via the Service Bureau - Takes you to the Printing, Mailing Filing screen, and Bulk TIN Matching screen where you can begin a new Service Bureau **Filing with the IRS Upload.**

2.2.4 Help & Extras

Help & Extras Task Panel

From the Help & Extras task panel section visible when you first launch the software you can access:

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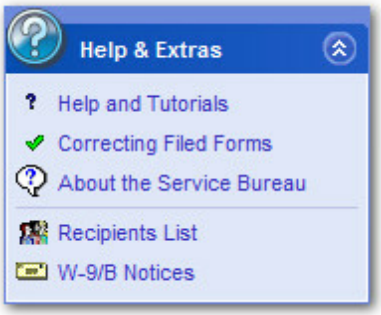

Help and Tutorials - Takes you to **1099 Pro Central Help/Videos Screen**.

Correcting Filed Forms - Create Corrections, Reprint Corrected or Original Forms

About the Service Bureau - Offers more help regarding the 1099 Pro, Inc. Service Bureau

Recipients List- View all recipients, Add or change recipients, Delete recipients, Run a recipient report

W-9/B-Notice - Allows you to initiate a W-9 or B-notice request for solicitation of Recipient TIN numbers.

2.2.5 Print Preview Toolbar

Print Preview Toolbar

The Preview screen allows you to view a form or a report and check it for accuracy before printing. Use the following icons located at the top of the Preview screen:

to print THIS page only.

to VIEW the previous page.

to view the NEXT page

to toggle STAY after printing.

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To Search for characters within a report.

to access the "Print Setup" screen to print the entire report.

to exit the preview report WITHOUT printing.

to view the preview report in full WIDTH view.

to view the preview report in full HEIGHT view.

to make a PDF when printing.

to VIEW PDF after printing

to password protect PDF

Additional options available for this screen include:

- "Zoom PCT" which defaults to 98% (may vary depending on monitor) and adjusts from 25 to 250% viewing.

- If the preview consists of more than one page, scroll forwards and backwards with the double arrow icons.

2.3 Keyboard Shortcuts

Keyboard Shortcuts

Keyboard Shortcuts

<Alt>: Use <Alt> and the underlined letter (or number) of any menu bar item to access a drop menu. For example, use <Alt>+<R> to access "Reports".

<F1>: Access context-sensitive help at any screen.

<F2> or Right-Click Mouse: With your cursor in the appropriate box, use the <F2> key or right-click your mouse to access box specific data:

- **Recipient TIN field:** Access the Select a Recipient database.

- **State/Payer's State ID No.:** Access the Select Filer State & ID database (available at 1099-MISC box 17, 1099-R box 11 and W-2G box 13)

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- **Calendar:** Access a multi-year calendar (available at 1099-A box 1, 1099-B box 1, 1099-C box 1, 1099-S box 1, W-2G box 4 and 1099-LTC).

Incremental Search: Access any recipient or filer via the Search Name field.

Drop Menu*: Right click your mouse to view a pop up box with options to add, change or delete records.

**Available at the Browse the Recipients, Browse the Filers File and Browse Forms screens only.*

3 ASP.net Features (CS Version only)

ASP.net Features (This feature is only available as part of the Corporate Suite version of the 1099 Pro Software)

The features contained within this section are available exclusively to users of the 109Pro.net edition of our software.

- 1099Pro.net utilizes the advanced capabilities of the SQL database coupled with ASPs enhanced dynamically created webpages to present a compact, powerful package aimed directly at large scale businesses.
- An internet browser based interface make setting up multiple users quick and simple, if they have Internet Explorer, they have access to the program, access to the internet is not necessary as all users need is access to the server where 1099Pro.net is installed via intranet or internet.
- Multi Year lookup makes digging through multiple pieces of software or files obsolete. All tax year information entered into the SQL database (Searchable back to year 1997) can be accessed from the same interface, by using a simple drop down menu.
- Information stored in the SQL database can be easily accessed using customizable queries, multiple search criteria can be used, one at a time or in conjunction with one another. This information is further narrowed by different operators.
- High level encryption keeps your information secure, utilizing up to 256-bit levels of encryption.
  Note: Security levels are configurable by the administrator.
- Output forms as Adobe Acrobat PDFs so that they can easily be e-mailed, printed or transferred to recipients, or stored in their completed format outside the SQL database.

3.1 No Software Install

No Software Installation (This feature is only available as part of the Corporate Suite version of the 1099 Pro Software)

With 1099Pro.net client side installations are no longer necessary, using Internet Explorer 6.0 or higher anyone within your network can have access to the software.

Using a Administrator configured I.P. Address or URL end users will immediately be able to log in and start using the software. Once all users have been created and information entered into the SQL database.

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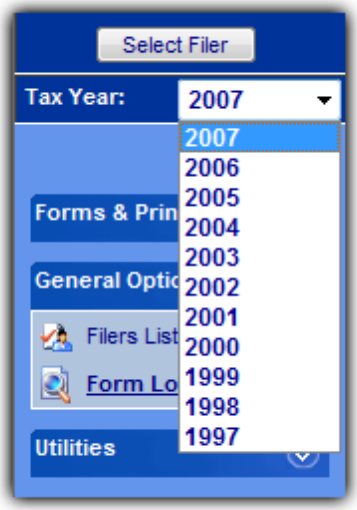
3.2 Multi-Year Lookup

Multi-Year Lookup (This feature is only available as part of the Corporate Suite version of the 1099 Pro Software)

With 1099Pro.net you have the ability to look up multiple years worth of information all drawn from the same database.

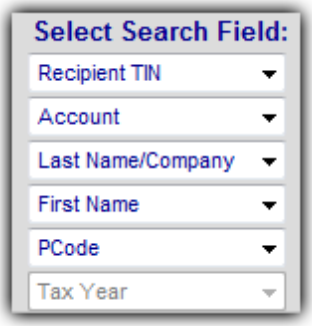
Using a simple drop down menu **(I.E. A1)** you have the ability to go through past filer information that has been entered into the SQL database, no more checking through multiple programs or digging through cabinets and drawers confirming last years returns.
(Searchable back to the year 1997)

(A1)



Once you have clicked on the tax year you prefer, use our improved search screen **(I.E. A2)** to find the information you are looking for.

(A2)



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3.3 Custom Queries

Custom Queries (This feature is only available as part of the Corporate Suite version of the 1099 Pro Software)

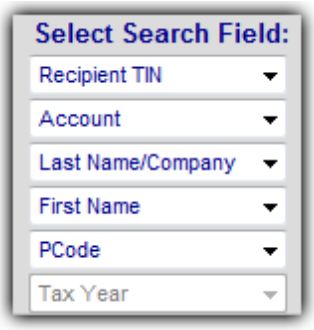
Using SQL's advanced database features, incredibly easy to use and significant time saving search criteria are now available. **(I.E.A1)**

You have the option of searching for information by:

The Recipients TIN:
Account:
Last Name/Company:
First Name:
PCode:
Tax Year:

Note: You can also use information from multiple search fields to narrow down information from the database, if you have many filers this is great for speeding up searches.

(A1)



With each search field you also have the option to further narrow your search by the following operators. **(I.E. A2)**

Equal: Using this operator information will be returned to you using the exact information you placed in the search criteria field.
Not Equal: This will return all information that not correspond with the information you put into the search criteria field.
Starts with: Using this operator will return all results that began with whatever information you placed in the search criteria box.
Ends with: Using this operator will return all results that end with whatever information you placed in the search criteria box.
Contains: this will search all records for the information that you placed within the search criteria field.

Note: You can also use multiple search fields in conjunction with different operator types to narrow down you search, for example you can use the search field name First Name with the operators Begins with and Ends with at the same time.

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(A2)

3.4 Security

Security (This feature is only available as part of the Corporate Suite version of the 1099 Pro Software)

With administrator configurable encryption going up to 256-bit your information can now be trusted to users outside the local area network. Now users from multiple locations can safely and securely draw upon the information stored in your SQL database to both input information and print.

No longer will information get in the wrong hands, 1099Pro.net offers unparalleled levels of access restrictions, administrators now have the ability to limit what areas users have access to. If you don't want certain forms or boxes changed after certain times of the year, you can now limit that, this can also save time from mistakes potentially being made.

3.5 Recipient Printable Forms (Recipient Module)

Recipient Printable Forms (This feature is only available as part of the Corporate Suite version of the 1099 Pro Software)

Information can now easily be exported in the commonly used Adobe Acrobat PDF format, without the need for Adobe to be installed on the users machine.
Exporting forms in this commonly used format makes sending forms to recipients a snap, simply e-mail or transfer the forms to the recipient.
With this advanced feature recipients can now have records of their forms accessible to them almost immediately.

3.6 Custom Column Views

Custom Column Views (This feature is only available as part of the 1099 Pro.NET module of the Corporate Suite version of the 1099 Pro Software)

As part of the 1099 Pro.NET module you can lay out the browse, enter, and edit screen to show the most relevant information to you! This information is customized per user and can be shared amongst users. In addition to being able to select which columns are displayed you may also rename them and/ or select a default custom sort order to display the information.

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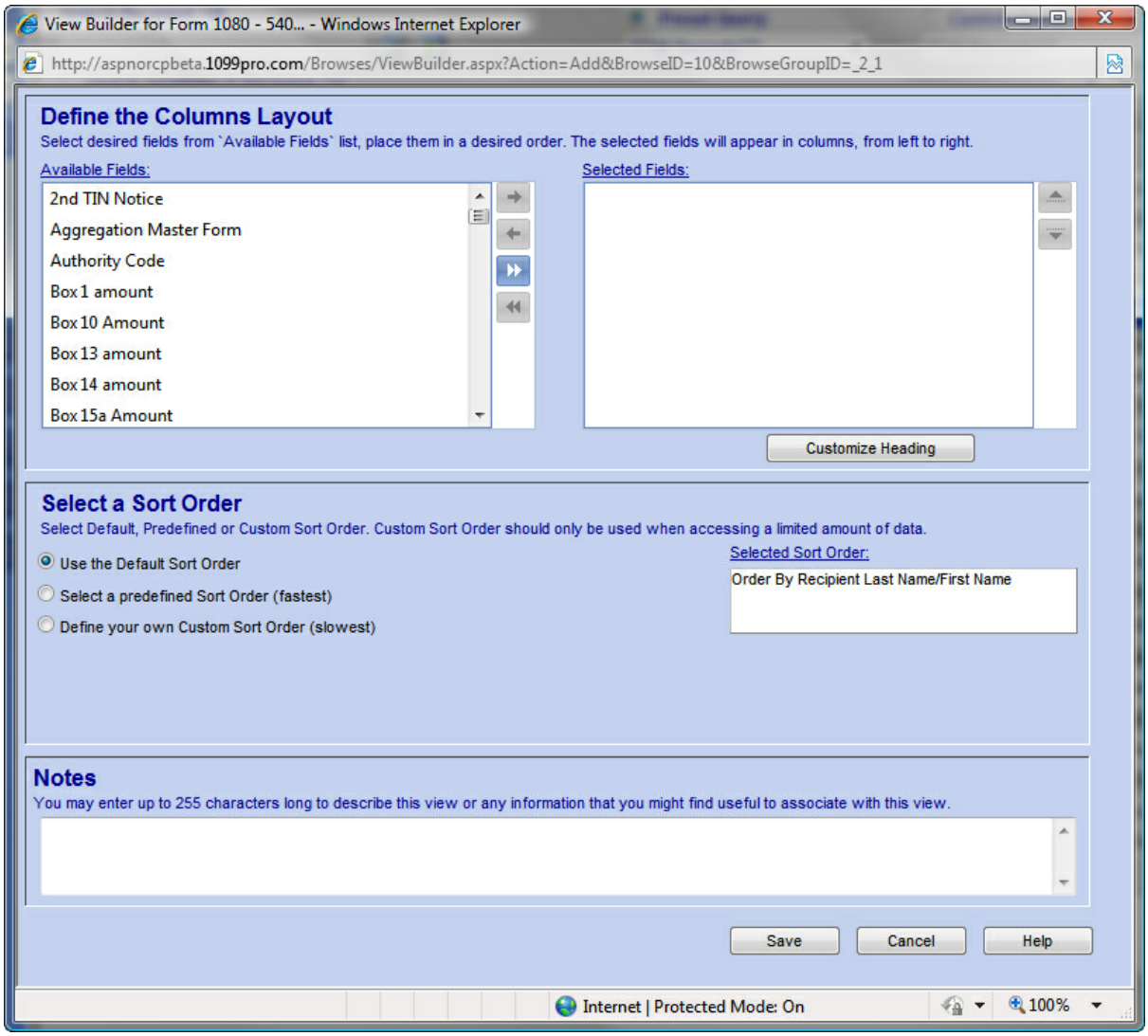
View Builder for Form 1080 - 540... - Windows Internet Explorer
http://aspnorcpbeta.1099pro.com/Browses/ViewBuilder.aspx?Action=Add&BrowseID=10&BrowseGroupID=_2_1
Define the Columns Layout
Select desired fields from `Available Fields` list, place them in a desired order. The selected fields will appear in columns, from left to right.
Available Fields:
2nd TIN Notice
Aggregation Master Form
Authority Code
Box 1 amount
Box 10 Amount
Box 13 amount
Box 14 amount
Box 15a Amount
Selected Fields:
Customize Heading
Select a Sort Order
Select Default, Predefined or Custom Sort Order. Custom Sort Order should only be used when accessing a limited amount of data.
Use the Default Sort Order
Select a predefined Sort Order (fastest)
Define your own Custom Sort Order (slowest)
Selected Sort Order:
Order By Recipient Last Name/First Name
Notes
You may enter up to 255 characters long to describe this view or any information that you might find useful to associate with this view.
Save
Cancel
Help
Internet | Protected Mode: On
100%

4 Browse Filers

Browse Filers

Use the Browse the Filers File screen to add, update, or delete unlimited filers. To quickly jump between existing filers use the Select Filer button.

Filer Highlights

- 1099 Pro accepts multiple filers with one TIN. This is useful for companies that issue forms from multiple departments or for batch processors.

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- 1099 Pro allows US, Canadian and foreign filers.

Add a Filer

1099 Pro® allows unlimited filers.

*See **Adding a Filer***

Change a Filer

Changes made to a filer affect only records with a pending status. (To switch between existing filers use the Select Filer button.)

*See **Changing a Filer***

Delete a Filer

A filer can only be deleted if it is NOT associated with any recipient records.

*See **Deleting a Filer***

Run Filer Report

The Filer/Employer/Payer Listing provides detailed information on filers including Name, TIN, Contact Information, State ID Numbers and a history of any address changes.

*See **Running Filer Reports***

Select a Filer

Use the Select Filer screen to select a filer.

*See **Selecting a Filer***

Tag Filers

1099 Pro® allows you to manually tag (select) filers for inclusion in a print session.

*See **Tagging Filers***

4.1 Add a Filer

Add a Filer

1099 Pro® allows unlimited filers.

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To add a filer

1. From the task panel click the "**General Options**" tab and the Filers list icon.
2. At the Browse the Filers File screen click "**Add**".
3. At the Adding a Filer Record screen complete all fields. **Use the <F1> key at any time to access field specific information.**
4. After completing all fields click "**OK**" to save the filer.

See Filer Record Details for a thorough explanation on each entry field.

4.2 Change a Filer

Change a Filer

Changes made to a filer affect only records with a pending status. (To switch between existing filers use the Select Filer button.)

To change a filer

1. From the task panel click the "**General Options"** tab and the Filers list icon.
2. At the Browse the Filers File screen highlight the filer and click "**Change**".
3. At the Changing a Filer Record screen make changes and click "**OK**".
4. The Administrator prompts to update all pending records with the new filer information. Users are encouraged to click "**Yes**".

4.3 Contact

Contact

Use the "Add" button to add a Contact Person, Department and Phone Number. Adding multiple contacts allows you to change the contact information on different records (use the Dept. field at the Adding a Form Record screen). At least one contact is required. The phone number prints on all copies and 1096 Transmittals. The Transmitter/Submitter contact name is included in electronic files.

4.4 Delete a Filer

Delete a Filer

A filer can only be deleted if it is NOT associated with any recipient records.

To delete a Filer

1. From the task panel click the "**General Options"** tab and the Filers list icon.
2. At the Browse the Filers File screen highlight the filer and click "**Delete**".

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3. At the Confirm Delete screen click "**Yes**" to delete the filer or "**No**" to cancel.

4.5 Filer Record Details

Filer Record Details

General Tab

Taxpayer Identification Number
If the filer does not have a TIN but has applied for one, enter "Applied For" in this field.

- Filers with an EIN or SSN may issue 1099s.
- Filers with an "Applied For" status may issue forms but cannot generate a 1096 Transmittal until a TIN is entered.

Location/Estab. No. (Optional)

- Use to set up multiple filers with the same TIN; allows different return addresses for different forms.
- Multiple filers sharing one TIN (or batch processors grouping by month) can enter a Location Code of up to 4 alpha-numeric characters in this field. The Location Code appears in the filer name and in all reports, OR
- If the SSA assigned you an Establishment Number enter it in this field.
- This field flows through to the B record positions 41-44 as the "Payer's Office Code" (applies to electronic filers only). Per the IRS, this code must also appear on backup withholding notices.

Payer Code
A Payer code is an alphanumeric shorthand used to identify a Payer/Filer in the system. You might set up several Filers with the same TIN in the system and the Payer Code is an easy way to identify the business area you are dealing with. For example a Payer Code of 'BOD' where reporting for the Board of Directors takes place. Typically security and/or the return address would be different for each Payer Code.

Additionally, in an import file with recipient / tax form data for more than one Payer/Filer, Payer codes can be used to define which Payers / Filers the recipient / tax form data should be posted to.

(Required field in Corporate Suite Only)

Country
Defaults to USA. Selecting Canada or a foreign country automatically reformats the address fields.

Filer Name
Prints on all 1099 forms.

Filer Name Line 2
Prints on all 1099 forms.

Address
Prints on all 1099 forms.

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Contact Information
Use the "Add" button to add a Contact Person, Department and Phone Number. Adding multiple contacts allows you to change the contact information on different records (use the Dept. field at the Adding a Form Record screen). At least one contact is required. The phone number prints on all copies and 1096 Transmittals. The Transmitter/Submitter contact name is included in electronic files.

Combined Federal/State Filer
Applies to users of the 1099 Pro Service Bureau and/or Electronic filers.

- Service Bureau users should check this box if they wish to participate in the Combined Federal/State Filing Program at no additional charge.

- Electronic Filers using the Enterprise Version should check this box to participate in the Combined Federal/State Filing Program ONLY if they have a qualified TCC number.

RTN
Routing Transit Numbers are used by banks and other financial institutions. If entered, this information appears only on Form 1099-INT.

Fax
This field is optional.

E-mail
This field is optional.

State I.D. Number(s) Tab

State ID Numbers
These numbers are assigned by the individual state. For example, in California the Employer Development Department (EDD) assigns a state ID number. Check with your accountant or attorney to determine if your company has a state ID number. If you do, use the "Add" button to add as many state ID numbers as necessary.

Extra Options Tab

Here you can set the default preference for SSN masking per the IRS guidelines. Please see the TIN Masking section for more information.

4.6 Filer Reports

Filer Reports

The Filer/Employer/Payer Listing provides detailed information on filers including Name, TIN, Contact Information, State ID Numbers and a history of any address changes.

To run a report

1. From the task panel click the "**General Options"** tab and the Filers list icon.

2. At the Browse the Filers File screen click "**Run Filer Report**".

    - All filers are automatically included in the report unless the "**Print Only One Filer**" checkbox is selected. To **pick and choose filers** exit this screen and at the menu bar click Reports and Forms Issued by Filer. Click "**Yes**" to preview the report and then tag the appropriate filers.

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3. The Administrator prompts to preview the report, click "**Yes**".

4.7 Select a Filer

Select a Filer

Use the Select Filer screen to select a filer.

To select a filer

1. From Browse Forms screen locate the current filer window on the left.
2. On the task panel click the "**Select Filer**" button.
3. At the Browse the Filers File screen highlight the filer to use and click "**Select**".

- The selected filer displays on the toolbar above the Select Filer button.

4.8 Tag Filers

Tag Filers

1099 Pro® allows you to manually tag (select) filers for inclusion in a print session.

To tag records

1. On the task panel select the Forms & Printing section and the Print Tax Forms icon. Use the Current Form drop menu to select the form type to process.
2. At the Printing Tax Forms screen choose the "All Pending Forms for Selected Filers" option.
3. Click the "**Begin Print Process**" button.
4. At the Browse the Filers File screen click the "**Tag**" button to select filers. A red checkmark appears beside each tagged filer. (See Tag Key Shortcuts below.)

   - To sort filers prior to tagging, use the View drop menu.

5. After tagging all filers, click "**Proceed**" to initiate the Print Wizard.

Tag Key Shortcuts

- Tag: Use this button (or ALT + T) to tag individual filers.

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- Tag All: Use this button (or ALT + A) to tag all filers.
- Untag: Use this button (or ALT + U) to untag an individual filer.
- Untag All: Use this button to untag all filers.
- Flip: Use this button (or ALT + F) to reverse the tag status of an individual filer.
- Flip All: Use this button (or ALT + L) to reverse the tag status of all filers. For example, if you have 3 filers and only one filer is tagged, the Flip All button will tag the two previously untagged filers and untag the original filer.
- Prev Tag: Use this button (or ALT + P) to scroll backwards through tagged filers.
- Next Tag: Use this button (or ALT + N) to scroll forwards through tagged filers.

5 Browse Recipients

Browse Recipients

Use the Browse the Recipients File screen to add, update, or delete recipients. To access these recipients at any data entry form, use the <F2> key in the Recipient ID Number field.

Add a Recipient

1099 Pro® allows unlimited recipients.

*See **Adding Recipients***

Change a Recipient

Changes made to a recipient only effect records with a pending status.

Note: When you make manual changes to the filers & recipient master list in 1099Pro, those changes are then cascaded or (updated) throughout all tax forms with a status of Pending . Cascading updates help ensure that the entire filer and recipient information, regardless of the tax form, synchronizes quickly and uniformly. These changes are NOT tracked through the Record History screen, only direct changes to a tax form are tracked under record history.

*See **Changing a Recipient***

Delete a Recipient

A recipient cannot be deleted if any records are associated with it.

*See **Deleting a Recipient***

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Run Forms Issued Report

The Forms Issued for Recipient report details all forms issued to each recipient. Includes filer, recipient address, and form status.

*See **Running Forms Issued Reports***

Group Actions

Group Actions let you tag/select a number of items and then perform a single action on them. In all cases, you will be asked to confirm your choice before the action is taken.

*See **Group Actions***

Multiple Recipients - One TIN

Occasionally a filer may issue multiple forms to the same recipient or issue forms to two individuals sharing one SSN or EIN. For example, *Jane Doe DBA Jane's Courier Service* and *Jane Doe* both use an SSN of 123-45-6789. However, Jane Doe DBA and Jane Doe have different addresses. To enter both recipients follow this procedure:

*See **Multiple Recipients w/ One TIN***

Run Recipient Report

The Recipient Listing includes the Name, TIN, and Address of all recipients in the 1099 Pro® database. For more detailed recipient information, including Account Numbers and status of any forms, use the Control Totals report.

See **How to Run a Recipient Report**

Select a Recipient

All recipient records are stored in a master database that is accessible at any tax form. To access this information at any data entry screen place your cursor in the Recipient TIN field and hit the **<F2>** key or **right-click** your mouse. The Select a Recipient screen appears with ALL recipients for ALL filers available for selection. At the Select a Recipient screen, highlight a recipient and click "**Select**" or double-click the recipient.

See **Selecting Recipients**

Tagging Recipients

1099 Pro® allows you to manually tag (select) records for inclusion in a print session.

*See **Tagging Recipients***

Using the Recipient Lookup Feature

In the recipient lookup screen you can run a program wide search for a recipient then view a list of form types associated with that recipient as well at the form(s) statuses, error statuses, Filer Tax ID number applied to this Tax Form and Recipient and then the Filer Name. This is helpful overall when you have a large number of records in the software and you need to find someone right away without having to go in and out of various filers to search for a single recipient.

*See **Recipient Lookup Feature***

W-9 New Request for Recipient Indicator

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Column to show if there have been requests for a recipient.

See W9 New Request Indicator

Issue a W-9 or B-Notice

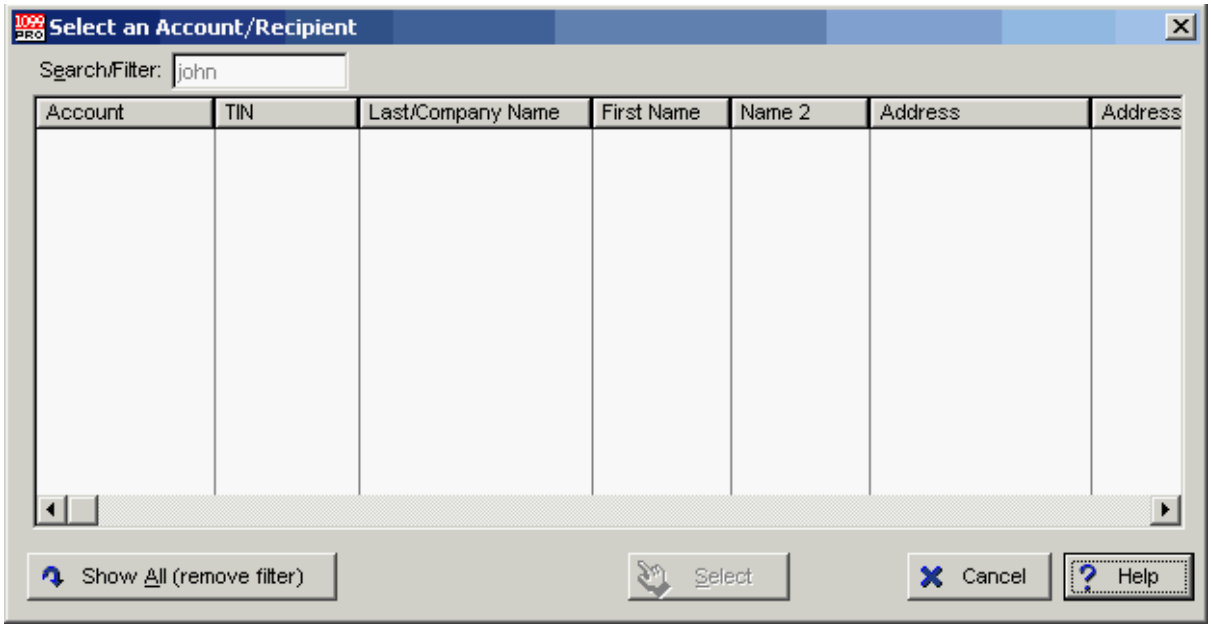
This button initiates the wizard to generate a W-9 for the selected recipient. This lets you issue forms one at a time without creating a batch.

See W-9 Wizard

5.1 Recipient Lookup Account Selection

Recipient Lookup Account Selection

This screen is triggered by clicking on the "**Account**" button in the Recipient Lookup Screen . Accounts tied to criteria that you type in the **Search/Filter** box are displayed in this secondary window. To reset or remove the filter applied to this screen, click the "**Show All (Remove Filter) button"**.



5.2 Recipient Lookup Screen

Recipient Lookup Screen

In the recipient lookup screen you can run a program wide search for a recipient then view a list of form types associated with that recipient as well the forms statuses, error statuses, Filer Tax ID number applied to this Tax Form and Recipient and then the Filer Name. This is helpful when you have a large number of records in the software and you need to find someone right away without having to go in and out of various filers to search for a single recipient.

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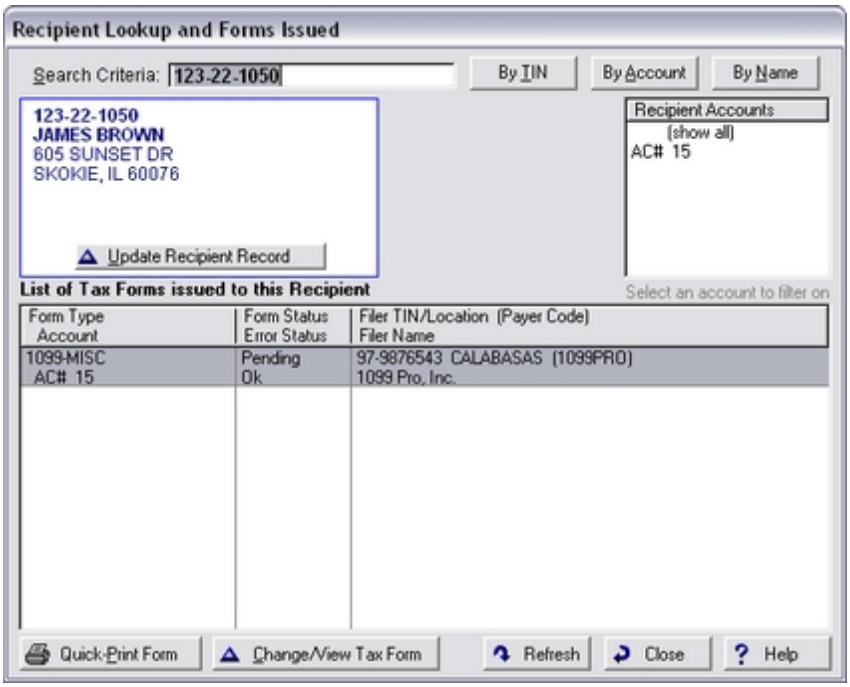

To use the recipient lookup feature

1. First determine the search criteria you need to search by. If you are running the search by name then type in either the first few letters of that company's name, Last Name or First Name and then click on the "**Name**" button. By Account number?, Click on the "**Account Number button"**. By TIN?, use the TIN number....etc.
2. When viewing the results, the recipient accounts are displayed below as well as the tax forms issued to each recipient.
3. This search feature is considered to be more of an alternative to the search feature in the Browse, Enter & Edit screen. It's strengths lie in "getting straight to the point" with what tax forms and filers are tied to a recipient. This search is not considered to be superior over running a queried search where you can really narrow down details of a search by state or by dollar amounts.
4. New features allow you to "Quick Print" the form or "Change/View" the tax form.

Hint! To filter on a specific recipient account: Highlight the account number in the "Recipient Accounts" window and then view the filtered results below in the list of Tax Forms issued to the Recipient. Or just highlight "Select all" to display all results.

5.3 Add a Recipient

Add a Recipient

1099 Pro® allows unlimited recipients.

To add a recipient

1. From the task panel click the "**General Options"** tab and the Recipients list icon.

2. At the Browse the Recipients File screen click "**Add**".

3. At the Adding a Recipient Record screen complete all fields. **Use the <F1> key at any time to access field specific information.**

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4. After completing all fields click "**OK**" to save the recipient.

5.4 Change a Recipient

Change a Recipient

Changes made to a recipient only effect records with a pending status.

To change a recipient

1. From the task panel click the "**General Options"** tab and the Recipients List icon.
2. At the Browse the Recipients File screen highlight the recipient and click "**Change**".
3. At the Changing a Recipient Record screen make changes and click "**OK**".
4. The Administrator prompts to update all pending records with the new recipient information. Records with a printed or Filed 1096 status are not updated.

5.5 Delete a Recipient

Delete a Recipient

A recipient cannot be deleted if any records are associated with it.

To delete a Recipient

1. From the task panel click the "**General Options"** tab and the Recipients List icon.
2. At the Browse the Recipients File screen highlight the recipient and click "**Delete**".
3. At the Confirm Delete screen click "**Yes**" to delete the recipient or "**No**" to cancel.

5.6 Forms Issued Report

Run Forms Issued Report

The Forms Issued for Recipient report details all forms issued to each recipient. Includes filer, recipient address, and form status.

To run a report

1. From the task panel click the "**General Options"** tab and the Recipients List icon.
2. At the Browse the Recipients File screen click "**Run Forms Issued Report**".
3. When 1099 Pro® prompts to limit the report to only the selected recipient, click "**Yes**" or "**No**". Click "**Yes**" to preview the report.

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5.7 Group Actions

Group Actions

- **Printing Pending Tax Forms**
  You can select (tag) any number of tax forms that have a status of Pending, then print them using the Quick Print options to quickly select the paper type, Copies, sort order and more. If you need to print copy A forms and change the status of the forms from Pending to Printed, you must use the standard 'Print Tax Forms' button and wizard. Quick Printing does not provide for changing status.

- **Reprinting Printed or Filed Tax Forms**
  Allows you to select (tag) from a list of all forms that no longer have a status of Pending and then reprint the forms using the Quick Print options to quickly select the paper type, Copies, sort order and more.

- **Adding New Forms for Selected Recipients**
  This option lets you select (tag) any number of recipients, and then loop through the list creating new forms for them. The program will automatically fill in the recipient information on each new form, so all you have to do is fill in the specific box information for the form. For additional flexibility, you are also given the option to add the forms in any of four sort orders: by name, by TIN, by State or by ZIP.

- **Deleting Pending Tax Forms**
  Using this option, you can select (tag) any number of Pending tax forms and delete them with one operation. All notes associated with the form are also deleted.

- **Resetting Printed Tax Forms Back To Pending**
  You can select (tag) any number of tax forms that have a current status of Printed, and reset their status back to Pending so that they can be updated or deleted. The selected forms can belong to any print session.

- **Voiding Printed Tax Forms**
  You can select (tag) any number of tax forms that have a current status of Printed, and change their status to Void so that they cannot be filed. The selected forms can belong to any print session.

- **Un-voiding Tax Forms**
  You can select (tag) any number of tax forms that have a current status of Void, and reset their status back to Pending so that they can be updated or deleted.

5.8 Multiple Recipients - One TIN

Multiple Recipients - One TIN

Occasionally a filer may issue multiple forms to the same recipient or issue forms to two individuals sharing one SSN or EIN. For example, *Jane Doe DBA Jane's Courier Service* and *Jane Doe* both use an SSN of 123-45-6789. However, Jane Doe DBA and Jane Doe have different addresses. To enter both recipients follow this procedure:

1. Enter Jane Doe as normal at any Adding a New Record screen. This will be the "master" recipient information for Jane Doe.

2. Click "**Save**" to save Jane Doe's record.

3. At the next Adding a New Record screen, enter the shared TIN in the Recipient TIN field. Jane Doe's name and address automatically fill the screen.

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4. Use SHIFT + TAB to move backwards through the fields and **overwrite** the name and/or address fields with Jane Doe DBA's information.

5. Click "**Save**" to save your changes.

6. The Administrator indicates a possible recipient information mismatch. Click "**No**" to not update Jane Doe DBA with the "**master**" record. Also uncheck the "**Update All Other Pending Forms**" checkbox.

☑ At the Browse the Recipients screen only the "master" record, Jane Doe, is listed. However, the recipient record does list the DBA under the Accounts/Name2 tab.

5.9 Recipient Record Details

Recipient Record Details

General Tab

SSN/EIN
The placement of the dash in the TIN field is critical! The entry of an SSN or EIN determines the formatting of the Name and Company fields.
First Name (SSN)
Enter the recipient's First Name.
Last Name (SSN)
Enter the recipient's Last Name.
Company (EIN)
Enter the recipient's Company.
Name Line 2
Enter a second name or DBA, as appropriate.
Address Type
Defaults to USA. Selecting Canada or Other reformats the address fields.
Address
Enter the recipient's Address.
E-mail
This field is optional.

Accounts/Name 2 Tab

Name Line 2
This field is for reference only and reflects entries made at the data entry screen.
Account Numbers
Enter as many account numbers as necessary. Access this information at the Account Number field at any data entry screen via the <F2> key.

W-9/B-Notices Request Tab (Only Applicable if an open request exists for a recipient)

This tab allows you to change you update the TIN/Name and change the status of the request. If there is no open request, that tab is not shown. Your options for status requests are as follows:

- **Leave the Request Open as Pending** - Any open requests will be untouched and left in a Pending status.

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- **Close the Request** - This option is used when corrected info has been received back from the recipient, etc.
- **Voided** - VOID the request, it should not have been issued. (After you VOID a request and save your changes, that request can no longer be modified since it is now considered updated/closed)
- **Escalated** - If you choose Escalate, when you save the Recipient form, the existing form is closed and you are taken directly to the Info Request wizard to create a new form. Your options to escalate are Escalate to the 1st B-Notice or Escalate to a 2nd B-Notice. When escalating, selecting either one of these options determines the proper screen you will be taken to.

5.10 Run a Recipient Report

Run a Recipient Report

The Recipient Listing includes the Name, TIN, and Address of all recipients in the 1099 Pro® database. For more detailed recipient information, including Account Numbers and status of any forms, use the Control Totals report.

To run a report

1. From the task panel click the "**General Options"** tab and the Recipients List icon.
2. At the Browse the Recipients File screen click "**Run Recipient Report**".
3. When 1099 Pro® prompts to preview the report, click "**Yes**".

5.11 Select a Recipient

Select a Recipient

Select a Recipient
All recipient records are stored in a master database that is accessible at any tax form. To access this information at any data entry screen place your cursor in the Recipient TIN field and hit the **<F2>** key or **right-click** your mouse. The Select a Recipient screen appears with ALL recipients for ALL filers available for selection. At the Select a Recipient screen, highlight a recipient and click "Select" or double-click the recipient.

To Filter Recipients

1. Place your cursor in the Search/Filter box.
2. Select the View by TIN (SSN/EIN) or View by Last Name tab.
3. Enter your search criteria and hit TAB on your keyboard. For example, to view only recipients with last names starting with the letter "B", type "B" and TAB.
4. To remove the filter click the "**Show All (remove filter)**" button.

5.12 Tagging Recipients

Tagging Recipients

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1099 Pro® allows you to manually tag (select) records for inclusion in a print session.

To tag records

1. On the task panel select the Forms & Printing tab and the Print Tax Forms icon. Use the Selected Form drop down menu to select the form type to process.

2. At the Printing Tax Forms screen choose the "Manually select forms..." option.

3. Click the "**Begin Print Process**" button.

4. At the Selecting Form Records screen click the "**Tag**" button to select records. A red checkmark appears beside each tagged record. (See Tag Key Shortcuts below.)

   - To sort records prior to tagging, use the View or Query drop menus.

5. After tagging all records, click "**Proceed to Next Step**" to initiate the Print Wizard.

Tag Key Shortcuts

- Tag: Use this button (or ALT + T) to tag individual records.
- Tag All: Use this button (or ALT + A) to tag all records.
- Untag: Use this button (or ALT + U) to untag an individual record.
- Untag All: Use this button to untag all records.
- Flip: Use this button (or ALT + F) to reverse the tag status of an individual record.
- Flip All: Use this button (or ALT + L) to reverse the tag status of all records. For example, if you have 3 records and only one record is tagged, the Flip All button will tag the two previously untagged records and untag the original record.
- Prev Tag: Use this button (or ALT + P) to scroll backwards through tagged records.
- Next Tag: Use this button (or ALT + N) to scroll forwards through tagged records.

6 Helpful Hints

6.1 Acrobat

ADOBE Acrobat

Use Acrobat® Reader to open/view a PDF file. Download Acrobat Reader for free at ADOBE's website.

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6.2 Alternative import layout

Alternative Import Layout

Standard Import vs. Alternative Import Layout

The **standard import layout** (as used in the sample import files) provides distinct City, State and Zip fields. The **alternative import layout** makes use of a single Combined City/ST/Zip field. Use one or the other layout in your import file.

See Sample Import Files

6.3 Canadian postal code rules

Canadian Postal Code Rules

- Must be 7 characters
- Character 4 must be a blank
- Format is letter-number-letter, a space, then number-letter-number
- For the first letter (position 1), only these letters are acceptable: ABCEGHJKLMNPRSTVXY
- For the letters in positions 3 and 6, these letters are acceptable (adds W and Z): ABCEGHJKLMNPRSTVWXYZ
- Valid example is **C3H 4W9**

6.4 Compliance

Compliance

1099 Pro Seminars for Tax Year 2011

Visit our web site at http://www.1099pro.com/servTrainingSeminars.asp for more information.

6.5 Form Status Values

Form Status Values

1. Form Status values

Standard tax form record status equates
NOTE: These values *CANNOT* be changed once a product is in the field.

Original record (range: 0 - 10)
ePending Equate(0)
ePrinted Equate(1)
ePrintedVoided Equate(2)
ePrintedFiled1096 Equate(3)

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ePrintedFiledMag Equate(4)
ePrintedUploaded Equate(5)
eFiledMag Equate(6) Filed without printing
eUploaded Equate(7) Uploaded without printing

'Corrected' Original with blanked amounts (range: 10 - 19)
eCorrectedPending Equate(10)
eCorrectedPrinted Equate(11)
eCorrectedPrintedVoided Equate(12)
eCorrectedPrintedFiled1096 Equate(13)
eCorrectedPrintedFiledMag Equate(14)
eCorrectedPrintedUploaded Equate(15)
eCorrectedFiledMag Equate(16)
eCorrectedUploaded Equate(17)

Correction record (range: 20 - 29)
eCorrectionPending Equate(20)
eCorrectionPrinted Equate(21)
eCorrectionPrintedVoided Equate(22)
eCorrectionPrintedFiled1096 Equate(23)
eCorrectionPrintedFiledMag Equate(24)
eCorrectionPrintedUploaded Equate(25)
eCorrectionFiledMag Equate(26)
eCorrectionUploaded Equate(27)

2. Voided Form
This one should already appear in the QW as a checkbox.

3. Correction Type
This is pretty much internal to the program.

4. Error Status
We ship with queries for these already.
0 = No errors
1 = Warnings
2 = Errors
3 = Warnings + Errors
4 = Fatal/major Error

6.6 Map by Name Import

Map By Name Import

Map By Name Import Method
Use if your import file incorporates header records from one of our sample import files. Simply click the "**Map By Name**" button and the fields automatically assign themselves.

For more information see the Import Wizard and Map By Name topics.

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6.7 Master Audit Trail Browser

Master Audit Trail Browser

The **Master Audit Trail Browser** is available only to Administrators or Users with administrative access rights. The Master Audit Trail Browser offers greater functionality than the Record History screen including the ability to view all records and make changes directly to records.

See Audit Trails topics

6.8 Master Tax Form

Master Tax Form

Master Tax Form
In terms of Aggregating data, the master tax form is considered to be the first tax form entered at the top of the transactions list.

6.9 Menu bar

Menu Bar

The **menu bar** is a traditional navigational tool located at the top of the 1099 Pro® screen. For example, use ALT + R to access "Reports".

6.10 Online Help Tutorials

Online Help Tutorials

Online Help Tutorials
Flash enabled tutorials walk you through various tasks including importing, exporting, printing, electronically, queries, etc. Tutorials simplify the 1099 Pro® learning curve - try one at www.1099pro.com!

6.11 Online knowledge base

Online Knowledge Base

Provides a searchable database of over 200 solutions for all 1099 Pro, Inc. software products. Access the Knowledge Base at www.1099pro.com.

6.12 Protected Forms

Protected Forms

Records with a Printed, Filed or Void print status are "protected" from changes or edits. Use the Protected Form Update Options screen to access these records.

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Listed below are the protected statuses and a description of the available update options for that same status:

Printed
View the form, reset the form to pending print status, void the form or reprint the form
(Records that were imported with a printed status cannot be void, reset or delete.
The entire import session must be reset.)

Voided
View the form, unvoid the form or reprint the form

Filed 1096
View the form, reprint the form or create corrections.

E-Filed
View the form, reprint the form or create corrections.

SB Print + Mail
This status indicates that an upload file has been generated and marked with a request for the Service Bureau to print and mail your forms to your recipients.

SB Filing
This status indicates that an upload file has been generated and you have elected the Service Bureau to file your forms to the IRS

SB Print + File
This status indicates that an upload file has been generated and you have elected for the Service Bureau to Print & Mail to your recipients, then File your forms to the IRS.

Corrected
View the original or corrected form, reprint the original or corrected form.

To access the Protected Form Update Options screen

- At the Browse Form Records screen highlight any record with any print status except pending. Click the "**Change**" button.

To Create Corrections

- Refer to About Corrections and Create Corrections - A Tutorial

6.13 Registration code

Registration Code

A **registration code** (activation code) is provided upon proof of payment. Registration codes start with a letter and are followed by 13 alpha/numeric characters (e.g., R91234567XXXSE). The algorithm of your registration code indicates the edition, user license and number of transactions purchased.

See Registration topic

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6.14 Toolbar

Toolbar

The **toolbar** provides quick access to common tasks.

6.15 Upcoming Features

Upcoming Features

For information on this feature please contact the Service Bureau for more information at:

Phone (866) 444-3559 (toll-free) or (818) 876-0200

6.16 Welcome Wizard

Welcome Wizard

Upon first entering 1099 Pro® 2011, the Welcome Wizard walks you through creating your first filer and activating optional security features.

7 1096 Overview

1096 Overview

The Purpose of this form.
Use this form to transmit paper Forms 1099,1098, 5498, and W-2G to the Internal Revenue Service.
Do not use Form 1096 to transmit electronically.
For electronic submissions, see **Pub. 1220,** specifications for Filing Forms 1098, 1099, 5498 and W-2G Electronically.

1096 Print Wizard

- A 1096 Transmittal can ONLY be generated for records with a printed status.
- Wait until mid to late February to print your transmittal (and associated Copy A's) to incorporate as many recipient change requests as possible.
- The red ink on the pre printed 1096 is invisible to the IRS scanners. Although your data should ideally align in the proper box, **it is OK if the data slightly overlaps the red ink**.
- Print a test page to blank paper to minimize form waste. Align margins if data does not align in the proper box.
- A corrected 1096 automatically prints "Filed to Correct TIN, Name &/or Address" or "Filed to Correct Document Type" at the bottom of the transmittal.

*Ready to Print your 1096s? See **1096 Print Wizard** for more details*

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Maintain Printed Status

Select this option if you are dissatisfied with the 1096 (destroy the printed 1096). The records in this print session maintain their printed status and are available for inclusion in another 1096 transmittal.

*See **Maintaining Printed Status** for more information*

1096 Session Report

The Print Session report summarizes all data for the selected transmittal.

*See **Printing 1096 Session Report***

Assigning 1096 Filed Status

Select this option if the 1096 transmittal was completed properly and printed to your satisfaction. The records in this print session are assigned a Filed 1096 status and are no longer available for edits.

*See **Assigning 1096 Filed Status***

Reset 1096 Session

Void a 1096 and all records in that print session are automatically reset to printed status.

*See **Voiding a 1096 Session***

Reprint 1096 Form

Things to keep in mind:

- The red ink on the pre printed 1096 is invisible to the IRS/SSA scanners. Although your data should ideally align in the proper box, **it is OK if the data slightly overlaps the red ink**.
- Print a test page to blank paper to minimize form waste. Align margins if data does not align in the proper box.

*See **Reprinting 1096** for more information*

7.1 1096 Print Wizard

1096 Print Wizard

The 1096 Print Wizard makes it easy to generate a 1096 Transmittal.

To generate a 1096

1. On the task panel select the Filing & Corrections section and click the "**File via 1096 (paper)**" icon.

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2. Click the "**Begin a New Form 1096 Process**" button to access the Form 1096 Print Wizard. To proceed with the Print Wizard click "**Next**". Use the "**Back**" button at any time to go back a step.

3. Select the form type to process. Only records with a printed status are available for selection.

4. Tag print sessions. Multiple print sessions of the same form type may be included in this 1096. Click "**Next**" to proceed.

5. Verify Contact Name and Phone Number. E-mail Address and Fax Number are optional fields. Click "**Next**" to proceed.

6. Print a test alignment to minimize form waste. When satisfied with alignment click "**Next**" to proceed.

7. Review 1096 summary and if satisfied, click "**Print**" to begin printing.

8. 1099 Pro® prompts you to place the pre printed 1096 form into the printer. Click "**OK**" when the printer is ready.

9. Indicate if the Transmittal is ready to send to the IRS:

   - Select "**YES - My 1096 printed correctly**" if you are satisfied with the 1096. These forms will have a Filed 1096 status. Remember to mail your Copy A's and 1096 to the IRS by February 28, 2012.

   - Select "**NO - My 1096 is not correct**" if you are not satisfied with the 1096. Discard the 1096. These forms will continue to have a printed status.

10. Click "**Finish**" to exit the 1096 Wizard.

7.1.1 1096 Not Filed

1096 Not Filed

Select this option if you are dissatisfied with the 1096 (destroy the printed 1096). The records in this print session maintain their printed status and are available for inclusion in another 1096 transmittal.

Print Status Overview

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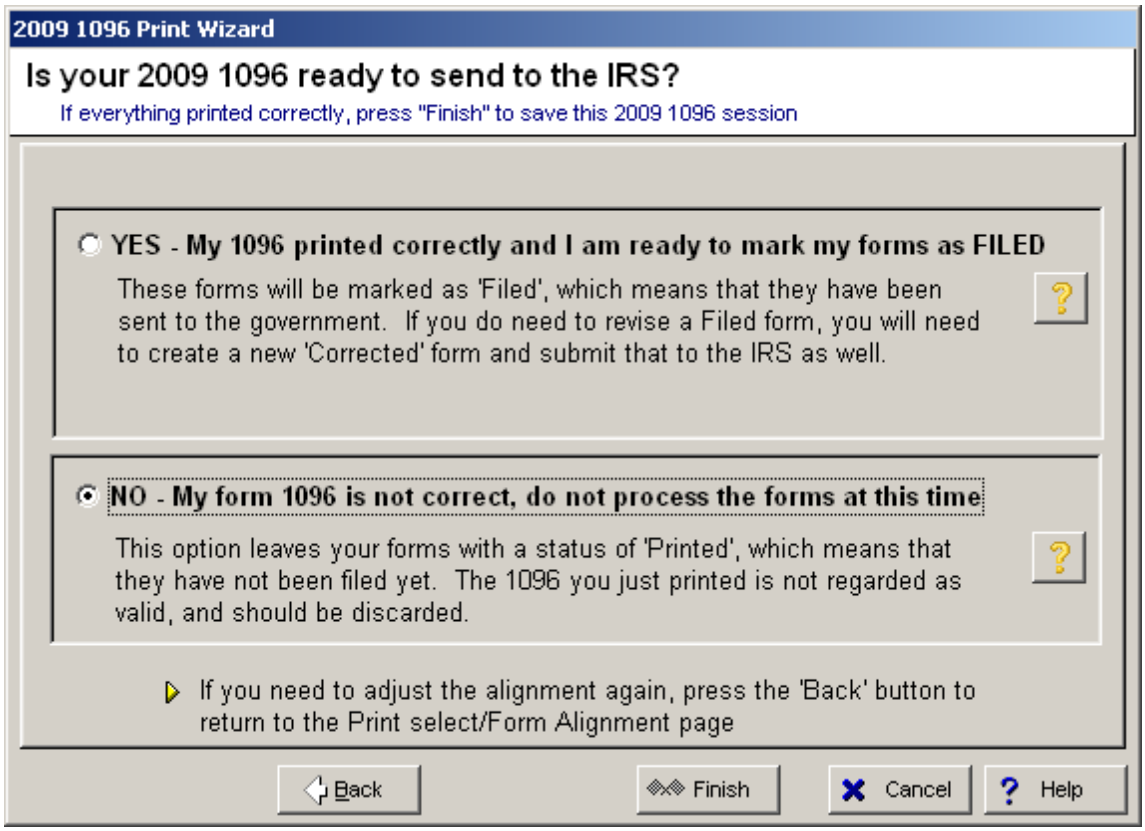
2009 1096 Print Wizard
Is your 2009 1096 ready to send to the IRS?
If everything printed correctly, press "Finish" to save this 2009 1096 session
YES - My 1096 printed correctly and I am ready to mark my forms as FILED
These forms will be marked as 'Filed', which means that they have been sent to the government. If you do need to revise a Filed form, you will need to create a new 'Corrected' form and submit that to the IRS as well.
NO - My form 1096 is not correct, do not process the forms at this time
This option leaves your forms with a status of 'Printed', which means that they have not been filed yet. The 1096 you just printed is not regarded as valid, and should be discarded.
If you need to adjust the alignment again, press the 'Back' button to return to the Print select/Form Alignment page
Back
Finish
Cancel
Help

7.1.2 Assign Filed 1096 Status

Assign Filed 1096 Status

Select this option if the 1096 transmittal was completed properly and printed to your satisfaction. The records in this print session are assigned a Filed 1096 status and are no longer available for edits.

Remember to mail your Copy A's and 1096 form to the IRS by the filing deadline.

- Print Status Overview
- Import Status

7.2 1096 Session Report

1096 Session Report

Print Session Report

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The Print Session report summarizes all data for the selected transmittal.

To generate this report

1. On the task panel select the "**Filing & Corrections**" section and the "**File via 1096 (paper)**" icon.

2. At the Completed Form 1096 Print Session List highlight a 1096 print session and click the "**View/Print Session Report**" button. Click "**Yes**" to preview the report.

7.3 Reprint 1096 Form

Assign Filed 1096 Status

1099 Pro makes it easy to reprint a 1096 Transmittal.

Things to keep in mind:

- The red ink on the pre printed 1096 is invisible to the IRS/SSA scanners. Although your data should ideally align in the proper box, **it is OK if the data slightly overlaps the red ink**.

- Print a test page to blank paper to minimize form waste. Align margins if data does not align in the proper box.

To reprint a 1096

1. On the task panel select the "**Filing & Corrections**" section and the "**File via 1096 (paper)**" icon.

2. At the Completed Form 1096 Print Session List highlight a 1096 print session and click the "**Reprint Form 1096**" button.

3. At the Reprint a Form screen you may enter a message to print at the bottom of the 1096 transmittal.

4. Print a test alignment to blank paper to minimize form waste. When satisfied with alignment click the " **Reprint Form Now**" button.

5. Click "**Exit**" to close this screen.

7.4 Reset 1096 Session

Reset 1096 Session

Reset 1096

Void a 1096 and all records in that print session are automatically reset to printed status.

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To reset session

1. On the task panel select the Filing & Corrections section and the File via 1096 (paper) icon.

2. At the Completed Form 1096 Print Session List highlight a 1096 print session and click the "**Reset (Void) 1096**" button.

3. 1099 Pro® prompts, "**Are you sure you want to void this transmittal?**" Click "**Yes**" to proceed or "**No**" to cancel.

8 About Entry Forms

Browsing & Working with Entry Forms

About Updates & Corrections
View List of Changes to a Form
Group Actions
About Protected Forms
Using Lookups
Saving & Canceling Changes
Tips for Filing Forms

How to use Update and Corrections Entry Forms

An entry form is where you view and update information for a form recipient. Concerning recipients or "payees" The recipient is defined as the person receiving the information return. You can enter an unlimited number of recipients for a given filer. Per IRS instructions, the account number on the corrected form must remain exactly as it was on the original form. Make any necessary changes, additions or deletions to the form then save the form by clicking the "**Save**" button which will then take you back to the Enter, Update & View screen. Keep in mind that any changed values or amounts turn **blue** to assist you in distinguishing between original information and corrections.

** Return to the top **

Saving and Canceling

While viewing the 1099 Tax Form screen you may save your changes immediately by clicking the "**Save** " button or if you are unsure and wish to abandon those changes you may back out by clicking the " **Cancel**" button.

** Return to the top **

Changes to a Form
Group Actions
About Protected Forms
Using Lookups
Saving & Canceling

Some Tips form filling in a form and navigating through boxes.

While viewing a form, 1099Pro allows you to TAB through fields in the tax form. For Example: If you begin by entering information into Box #1 then press the TAB key on your keyboard, you will then move to Box # 2 ...etc. When you tab to an empty check box you can press the space bar to insert or remove a check from the box. If you wish to move in the opposite direction, hold down the SHIFT and

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continuously press the TAB key to move through the fields in reverse order.

* Return to the top *

What is a 'Protected' form?

A protected form is a form that contains any status other than a status of pending. A form with a status of Printed, Filed, SB Print+ Mail, SB Filing, SB Print + Filed, Filed 1096 ...etc, is considered locked or protected to prevent any mismatch of data from the original data that has been either filed to the IRS on paper, electronically or possibly uploaded to the Service Bureau. It is also possible that these forms were imported in a status other than pending in which case they would also be considered protected until they are either **Reset (VOIDED)** or un-protected. Forms with a Status of Pending may be changed or deleted.

* Return to the top *

Use lookups to fill in information

1099Pro allows you to select existing recipients from your Recipients Master List to add to or update a form. All recipient records are stored in a master database that is accessible on any tax form. To access this information at any data entry screen place your cursor in the Recipient TIN field and hit the <F2> key or right-click your mouse. The Select a Recipient screen appears with ALL recipients for ALL filers available for selection.

* Return to the top *

Adding a group of forms

Group Actions let you tag/select any number of recipients, and then loop through the list creating new forms for them. The program will automatically fill in the recipient information on each new form, so all you have to do is fill in the specific box information for the form. For additional flexibility, you are also given the option to add the forms in any of four sort orders: by name, by TIN, by State or by ZIP. The Group Actions button can be found on the main Enter, Update & View screen at the bottom of the screen.

1. Click the "**Group Actions**" button
2. Select the Add tab, then click the "**proceed with this action**" button.
3. On the next screen, begin by selecting (tagging) all of the recipients you want to add to blank forms.
4. Next Select the "**Sort**" order in how these form will be placed.
5. Finish by filling out all information for each form and clicking "**save**".

* Return to the top *

Viewing the list of prior changes to a form

1099 lets you view a list of prior changes to a form. Records with a pending status display the Changing a Record screen. In the upper right corner of the form is an audit trails button. Click the "**audit trails button"**. This screen tracks all manual changes made directly to a record.

* Return to the top *

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8.1 1099 Aggregation Feature (CS Version only)

Using Aggregation (This feature is only available in the Corporate Suite version of the 1099 Pro Software)

The 1099 Aggregation Feature was designed to allow users to consolidate more than one tax form of the same type, for one recipient under a given filer.

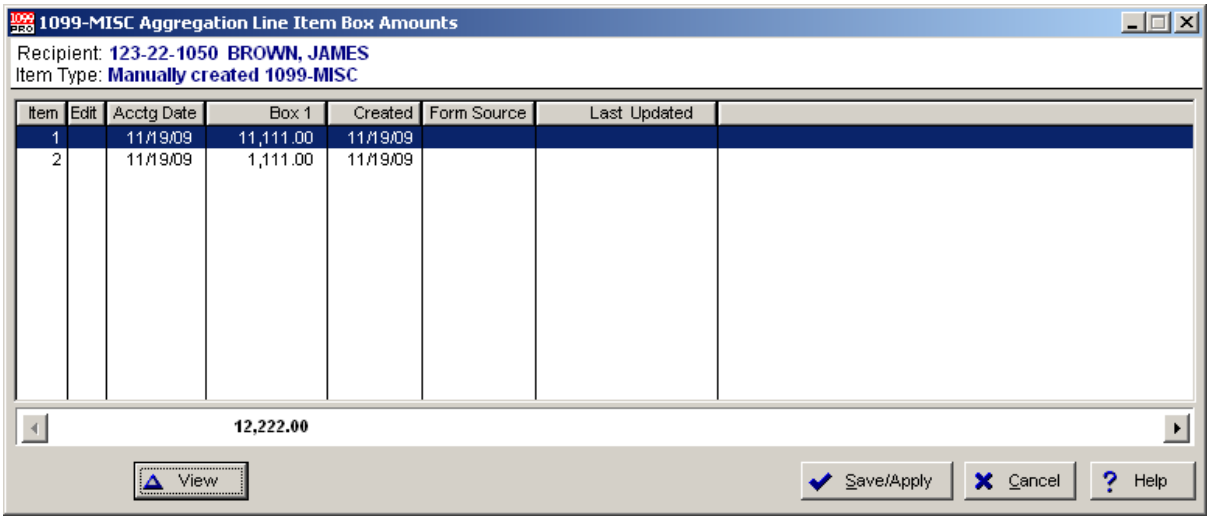
For example, John Smith owns an automobile detail business and frequently comes by the movie studio to wax and wash the studios automobiles You, (the Filer) issuing the 1099-MISC form, pay John frequently on a bi-weekly basis so instead of printing and issuing multiple 1099 forms for John you only want to view/print it as one combined form. This feature will allow you to view the aggregated box amount totals in the tax form which is a reflection of all tax form dollar amounts for this recipient under this master tax form only.

8.1.1 Viewing Transactions (CS Version only)

Viewing Transactions (This feature is only available in the Corporate Suite version of the 1099 Pro Software)

To show the Aggregated Dollar Amounts list

1. First, open a tax form a for recipient that contains more than one dollar amount for 1 tax form type.
2. Click the "**Transactions**" button on the right side of the tax form.
3. Click the "**View**" button to see a detail of the transaction.



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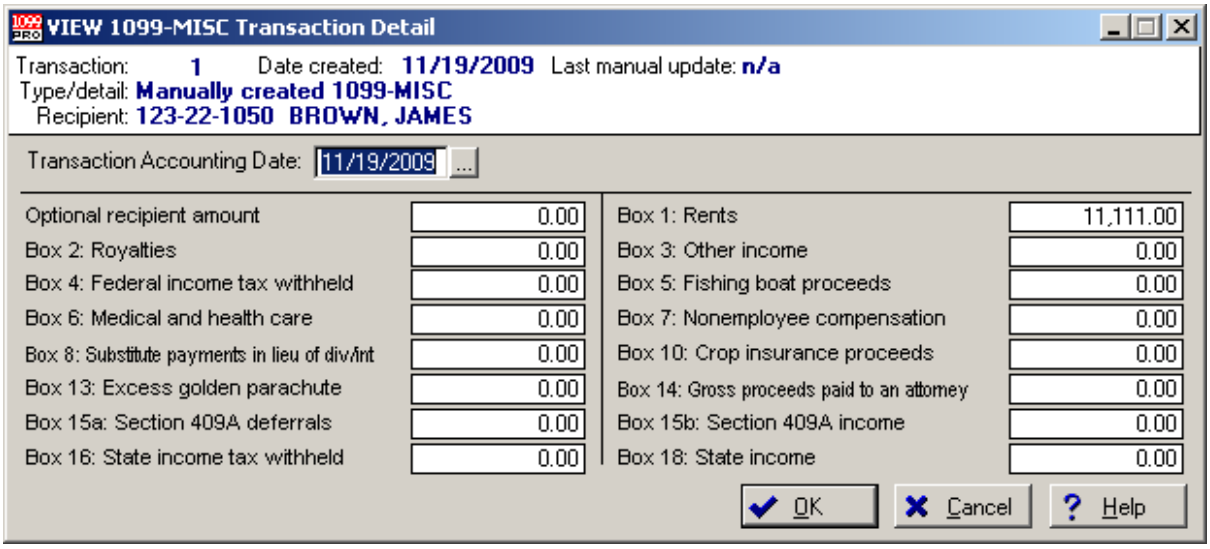
8.1.1.1 Updating Transactions (CS Version only)

Updating Transactions (This feature is only available in the Corporate Suite version of the 1099 Pro Software)

This screen will allow you to edit transaction's that were previously entered. **Currently disabled!**


VIEW 1099-MISC Transaction Detail
Transaction: 1 Date created: 11/19/2009 Last manual update: n/a
Type/detail: Manually created 1099-MISC
Recipient: 123-22-1050 BROWN, JAMES
Transaction Accounting Date: 11/19/2009
Optional recipient amount 0.00
Box 1: Rents 11,111.00
Box 2: Royalties 0.00
Box 3: Other income 0.00
Box 4: Federal income tax withheld 0.00
Box 5: Fishing boat proceeds 0.00
Box 6: Medical and health care 0.00
Box 7: Nonemployee compensation 0.00
Box 8: Substitute payments in lieu of div/int 0.00
Box 10: Crop insurance proceeds 0.00
Box 13: Excess golden parachute 0.00
Box 14: Gross proceeds paid to an attorney 0.00
Box 15a: Section 409A deferrals 0.00
Box 15b: Section 409A income 0.00
Box 16: State income tax withheld 0.00
Box 18: State income 0.00
OK
Cancel
Help

9 About Corrections

About Corrections - An Overview

When do I need to create a correction?
If you filed a return with the IRS and later discover you made an error on it, you must correct it as soon as possible. For some corrections, you must file two returns with Form 1096 and for some only one return with Form 1096. In addition, you must provide statements to recipients showing the corrections as soon as possible. If you fail to file correct information returns or furnish a correct payee statement, you may be subject to a penalty.

*To begin the process of making a correction(s), See **Creating a Correction***

Do I need to file corrections with the IRS?
You need only file a correction with the IRS if you sent data to the IRS that was incorrect. If for example you sent out your forms in January and you fixed any errors before sending your data to the IRS, then the data the IRS has is correct.

Do I need to file corrections with my Recipients?
The IRS requires that you issue a "correct payee statement" to your recipients.

- *If you sent out forms with incorrect data to your recipients, but not to the IRS,* then consider sending your recipients a revised statement from 1099 Pro that has the good data on it. If the form is marked with a status of "Corr/Pend" meaning that a correction was made after it was filed with the IRS or uploaded to the Service Bureau, then an "X" will be marked automatically in the corrected box on the recipient form when it is printed. If the correction doesn't really qualify as a correction but a revision because it has NOT been sent to the IRS or uploaded then you may use the Advanced Print Options feature to force an "X" in the corrections box. As an alternative you may indicate the statement is revised by manually checking the

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Corrected box with a pen. This will aid the recipient to distinguish the revised (good) statement from the previous 1099 form they received.

- *If you sent out forms with incorrect data to your recipients AND to the IRS* then you must do a formal correction that will go both to the IRS and your recipients. You can correct any form that 1099 Pro thinks has been filed with the IRS. Forms with a status of Filed, Uploaded or 1096 can be corrected as discussed at the Create Corrections topic.

For More Information ...
You can view or print the form within 1099 PRO by choosing, "**Forms"** (Alt-M) from the general menu, and then **"IRS Instructions and Blank Forms"**, and then choosing " <%PRODYEAR> **General Instructions for Forms 1099, 1098, 5498 and W-2G"**.

About Corrections Screen

The About Corrections screen uses a red check mark to indicate any form types that contain corrected records.

To access the About Corrections screen
- On the task panel select the "**Filing & Corrections**" section and the "**Correcting Filed Forms icon**".

9.1 Corrected Options

Corrected Options

The Corrected Options screen is a useful tool for viewing corrected and associated forms; as well as for printing corrected and original forms.

Things to keep in mind:
- All forms, both corrected and non-corrected, are available at the Browse Form Records screen.
- A corrected form may not necessarily be near its original form. Forms may have different TINs or names and be sorted accordingly. Or corrections may be of different form types (for example, Forms 1099-INT and 1099-DIV per Image 1).
- Some types of corrections generate two forms, while others generate only one.
- All corrections may be submitted on paper UNLESS there are 250+ corrections per filer, per form type (in which case they must be filed electronically). This is true even if your original 1099s were filed electronically.
- Audit trails do not track changes for corrected forms.
- 1099 Pro does NOT process corrections of already corrected forms. Prepare such corrections manually.

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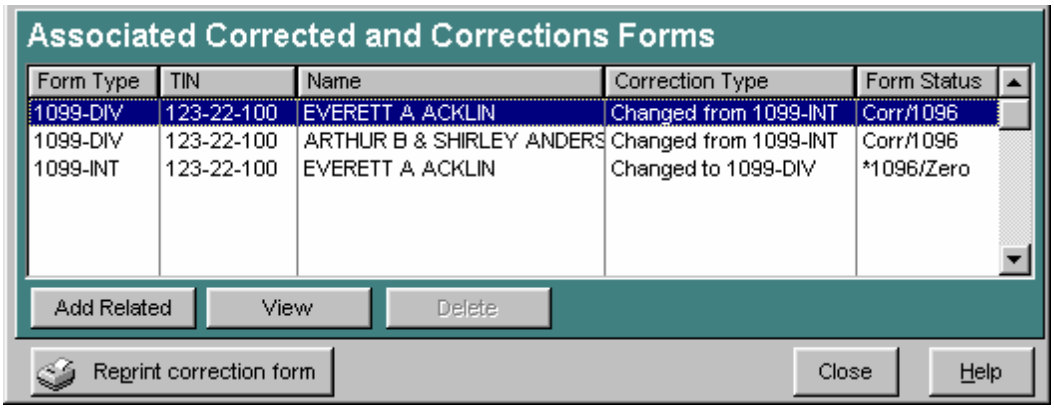

(Image 1)

9.2 Creating a correction

Creating a correction of a form.

This simple tutorial will guide you though the process of correcting a form.

1. First select the "**form type**" which you would like to perform a correction on.

2. Then click the "**Browse, Enter and E...**" tab in the "**Forms and Printing**" toolbox.

3. Once you have done this you will be presented with a complete listing of all the **filers** for the form that you have selected.

4. Simply click the filer whose information you would like to correct and click the "**change**" button.

5. You will be presented with the unadjusted version of the file you wish to correct.

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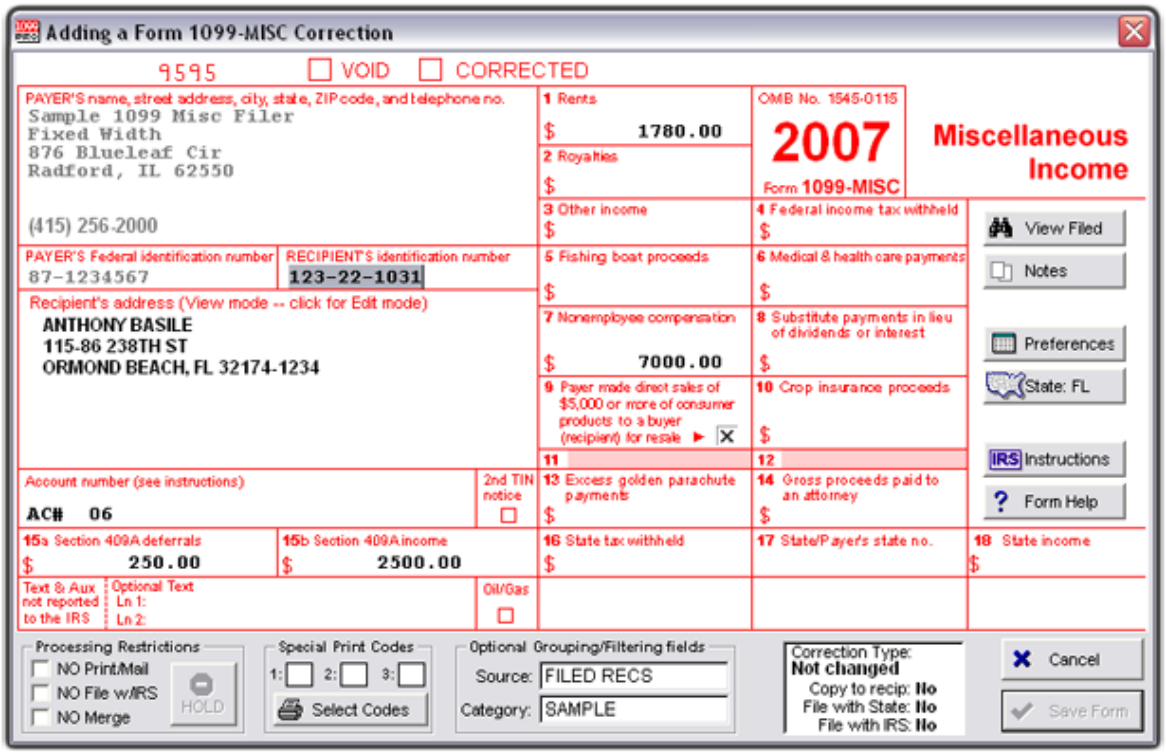

6. At this point you can click on the field that you wish to alter and enter a new value.

Note: The only field that you may not alter at this point is the PAYERS information.

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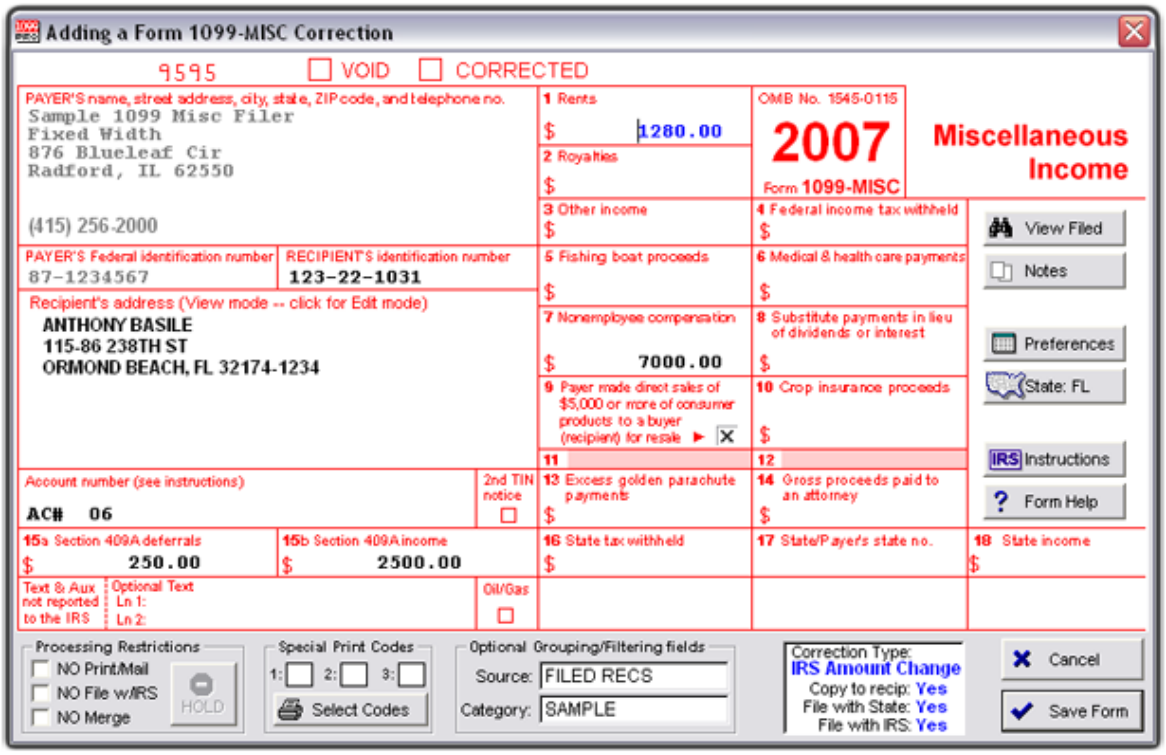

Note: You will notice that all files that were changed will have their values turned blue, also you will get a brief summary of what was changed in the "correction type" box located at the bottom of the form.

7. Once you are done, click on "**save form**".

Note: On this screen you will be given the option to preview the original form before it was corrected, you will also be given the option to reprint it or view its audit trail.

Note: When previewing the original you will not be able to alter any of the fields on the form, you will however be able to add notes to it.

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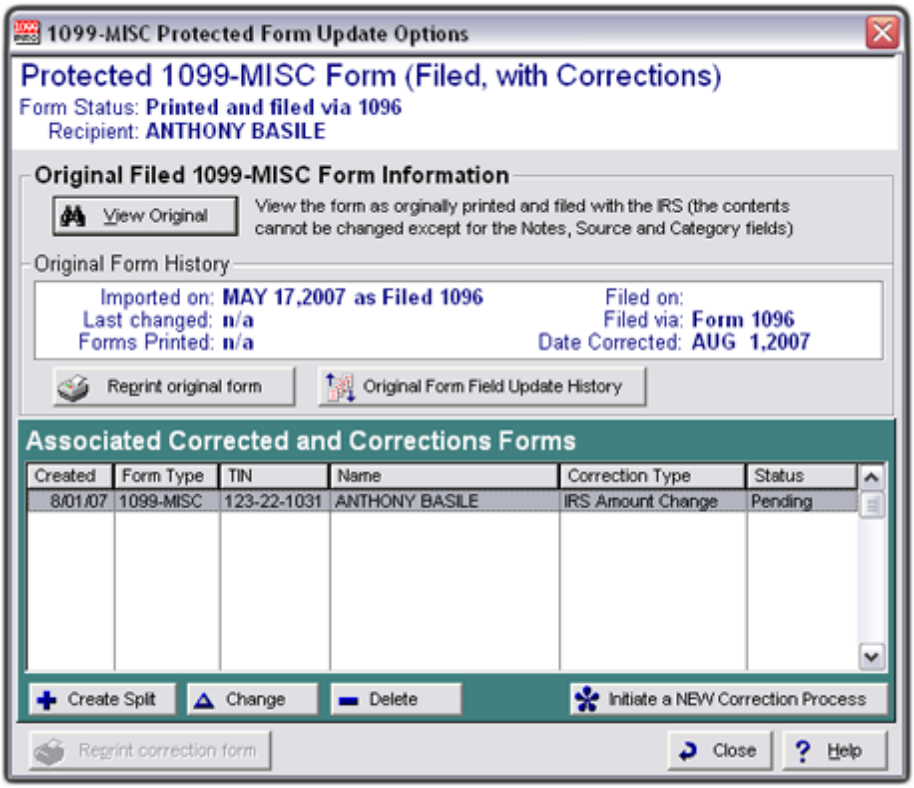

8. You have now corrected your form, click on the "**Close**" button and file your corrected form.

9.3 Correction of a Correction (CS Version only)

Creating a correction of a correction (Corporate Suite version only)

This walk through will guide you through the process of creating a correction of a correction.

Note: A corrected form must be filed prior to correcting a correction, if the form in question has not been filed yet you may simply change the value on the form and save it.

Note: It will be necessary to file a Federal or State correction depending on what is done within the correction.

Select the "**form type"** that you wish to perform a correction of a correction on.

Click on "**Browse, Enter & Edit**" in the "**Forms and Printing**" box

Select the recipient who's form you would like to perform the correction of a correction on.

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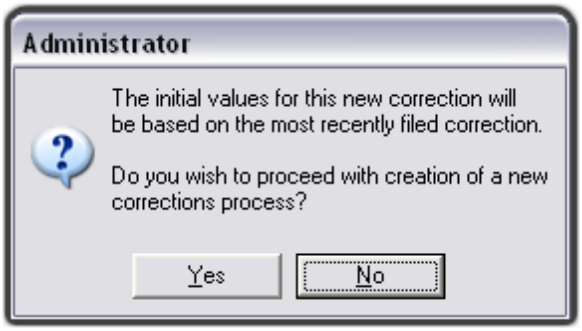
Click on the "**change**" button.

You will be presented with the options for updating your forms. In order to create a correction of a correction you will need to click on the "**Initiate a NEW Correction Process"** button.

Note:If you had to create more than one correction form for your previous correction, E.G. You had a State and a dollar amount change, when you create the correction a notification box will appear informing you that the correction form you will be presented with will had the most recent values already filled out on it.
Click "**Yes**" to continue.

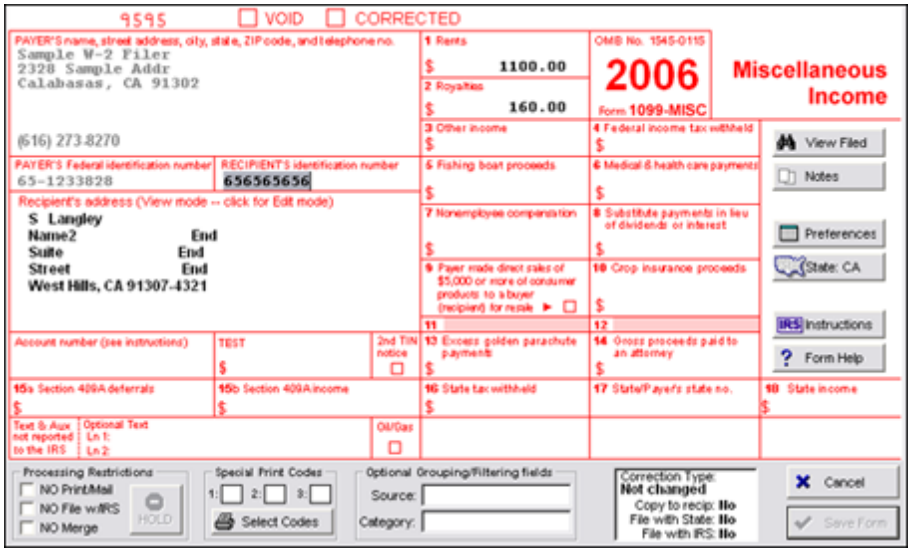
This screen will show only if you have more than one form corrected.


Administrator
The initial values for this new correction will be based on the most recently filed correction.
Do you wish to proceed with creation of a new corrections process?
Yes
No

Now you will be presented with the most recently filed form, from here you may modify the information for the correction.

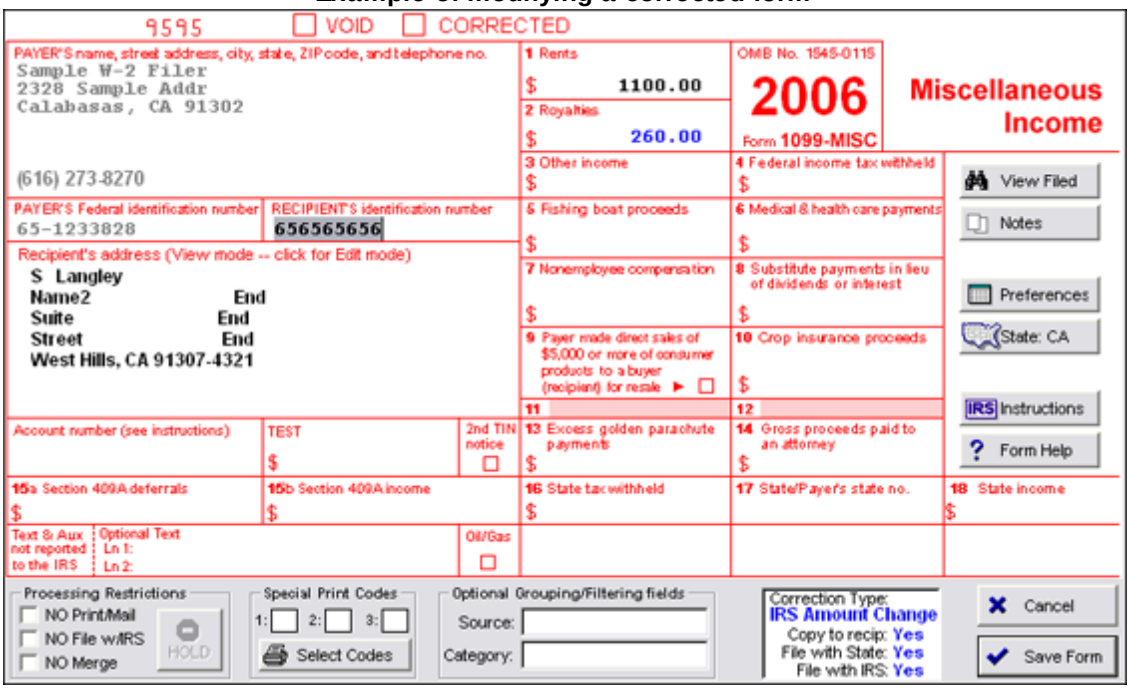
Once you have altered the text it will be displayed in blue, the corrections box along the bottom of the screen it will indicate the type of correction that was made as well. When you are done with your changes click the "Save Form" button.

Example of Form before 2nd correction



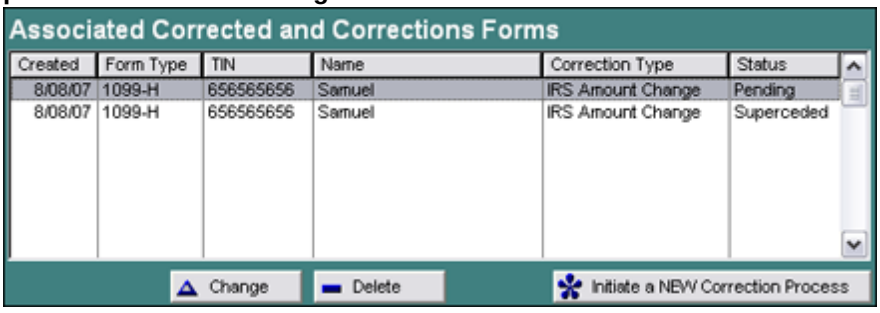
Once you are done making this correction of a correction click on the **"Save Form"** button.

Example of modifying a corrected form



This will bring you back to the Protected Form Update Options screen, click on "**close**" and file your correction in the normal way.

Example of the screen showing the Associated Corrected and Corrections Forms



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9.4 Delete Corrected Forms

Delete Corrected Forms

Only corrected forms with a pending print status are available for deletion. If a corrected form with a pending print status is associated with a corrected form with any other print status, deletion is not possible. You must first reset all associated forms to pending.

To delete corrections

1. At the Browse Form Records screen highlight any corrected record (Corr/Pending). Click the "**Change**" button.
2. At the Corrected Options screen highlight the record and click the "**Delete**" button.
3. The Administrator prompts to confirm deletion. Click "**Yes**" to continue or "**Cancel**" to abort.

The deleted form immediately exits the Corrected Options screen and reverts to the Browse Form Records screen with its pre-corrected print status.

9.5 One to Many Corrections (CS Version only)

One to Many Corrections (Corporate Suite version only)

As of this publishing this option is disabled but should be enabled in future versions. Please contact 1099 Pro at (866)444-3559 if you have any questions.

A filer may issue a Form 1099 to one recipient when the Form 1099 should have been issued to multiple recipients. This type of correction is referred to as a "**one to many correction**". In this circumstance the filer must issue a corrected record to the original recipient or "**parent**" and issue a new record to the appropriate recipient(s) or "children".

For example, Bank XYZ issues a Form 1099-INT to Paula Parent for $1,000.00. The 1099-INT SHOULD have been issued to Anthony Basile for $500.00, Karen Basile for $150.00 and Ron Basile for $250.00. [See Image 2 below.] Note that the original and corrected dollar amounts may differ.

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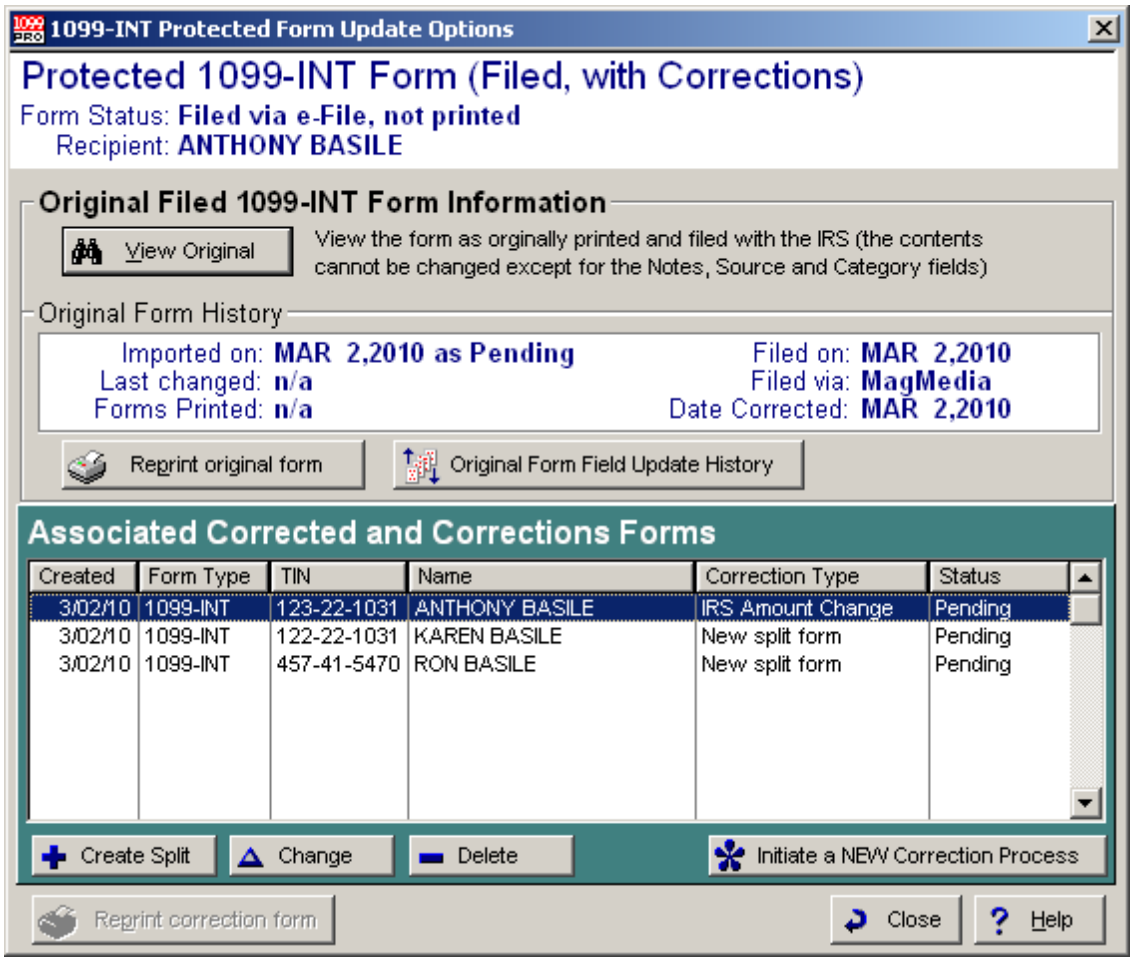
1099-INT Protected Form Update Options
Protected 1099-INT Form (Filed, with Corrections)
Form Status: Filed via e-File, not printed
Recipient: ANTHONY BASILE
Original Filed 1099-INT Form Information
View Original
View the form as orginally printed and filed with the IRS (the contents cannot be changed except for the Notes, Source and Category fields)
Original Form History
Imported on: MAR 2,2010 as Pending
Last changed: n/a
Forms Printed: n/a
Filed on: MAR 2,2010
Filed via: MagMedia
Date Corrected: MAR 2,2010
Reprint original form
Original Form Field Update History
Associated Corrected and Corrections Forms
Created
Form Type
TIN
Name
Correction Type
Status
3/02/10 1099-INT 123-22-1031 ANTHONY BASILE IRS Amount Change Pending
3/02/10 1099-INT 122-22-1031 KAREN BASILE New split form Pending
3/02/10 1099-INT 457-41-5470 RON BASILE New split form Pending
Create Split
Change
Delete
Initiate a NEW Correction Process
Reprint correction form
Close
Help
(Image 2)

To process a "one to many correction"

1. Correct the "**parent**" as detailed in Create Corrections.
2. After saving the corrected "parent" record click the "**Create Split**" button at the Corrected Options screen.
3. The Administrator prompts to add a new form, click "**Yes**".
4. A blank form is presented for the "**child**".
5. After saving the "child" record you may use the "**Add Related**" button to continue to add additional "**children**".

9.6 Protected Forms

Protected Forms

Records with a Printed, Filed or Void print status are "protected" from changes or edits. Use the Protected Form Update Options screen to access these records.

Available update options vary according to the record's print status:

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Print Status	Available Options
Printed	View the form, reset the form to pending print status, void the form or reprint the form (Records that were imported with a printed status cannot be void, reset or delete. The entire import session must be reset.)
Voided	View the form, unvoid the form or reprint the form
Filed 1096	View the form, reprint the form or create corrections.
E-Filed	View the form, reprint the form or create corrections.
SB Print + Filed	View the form, reprint the form or create corrections.
SB Print + Mail	View the form, reprint the form or reset to pending.
SB Filing	View the form, reprint the form or create corrections.
Corrected	View the original or corrected form, reprint the original or corrected form.

To access the Protected Form Update Options screen

- At the Browse Form Records screen highlight any record with any print status except pending. Click the "**Change**" button.

To Create Corrections

- Refer to About Corrections and Create Corrections - A Tutorial

9.7 Reprint Corrections

Reprint Corrections

To reprint corrections

1. At the Browse Form Records screen highlight any corrected record without a Pending print status. Click the "**Change**" button.

2. At the Corrected Options screen click the "**Reprint Correction Form**" button.

3. The Administrator prompts to reprint ALL associated corrections or just the selected form.

4. At the Print Options screen **select the paper type**; pre printed laser, continuous forms, blank stock, or pressure seal.

   - If selecting pre printed laser or continuous forms adjust margin alignment as necessary.

5. Select the copies to print.

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6. Select the sort order to print forms (this field is ghosted if only one record is selected for print):
   - By Last Name/Company Name (default)
   - By TIN
   - By Zip Code (use to pre sort mailings for the post office)
   - By State Abbreviation
7. Enter an optional message to print in the upper right corner of the form(s).
8. When satisfied with all entries click the "**Print Now**" button. Click "**Close**" to exit this screen.

9.8 Reprint Originals

Reprint Originals

Use to reprint the original form, prior to any corrections.

To reprint originals

1. At the Browse Form Records screen highlight any corrected record. Click the "**Change**" button.
2. At the Corrected Options screen click the "**Reprint Original Form**" button.
3. At the Print Options screen **select the paper type**;pre printed laser, continuous forms, blank stock, or pressure seal.
   - If selecting pre printed laser or continuous forms you should adjust the margin alignment as necessary.
4. Select the copies to print.
5. The "**Select the Sort Order to Print Forms**" field is ghosted because only one record is selected for print.
6. Enter an optional message to print in the upper right corner of the form(s).
7. When satisfied with all entries click the "**Print Now**" button. Click "**Close**" to exit this screen.

9.9 Types of Corrections

Types of Corrections

Error Type 1

Original return was filed with one or more of the following errors:

(a) Incorrect payment amount codes in the

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Payer "A" Record

(b) Incorrect payment amounts in the Payee "B" Record

(c) Incorrect code in the distribution code field in the Payee "B" Record

(d) Incorrect payee address

(e) Incorrect payee indicator

These errors require only one return to make the correction

Caution: If you must correct a TIN and/ or name and address, follow the instructions under Error 2.

Correcting an Error Type 1

A. Form 1098, 1099, 5498, or W-2G

1. Prepare a new information return.
2. Enter an "X" in the "CORRECTED" box (and date optional) at the top of the form.
3. Correct any recipient information such as money amounts and address. Report other information as per original return

B. Form 1096

1. Prepare a new transmittal Form 1096.
2. Provide all requested information on the form as it applies to Part A, 1 and 2.
3. File form 1096 and Copy A of the return with the appropriate service center.

Do not include a copy of the original return that was filed incorrectly.

Error Type 2

Two (2) separate transactions are required to make the following corrections properly. Follow the directions for both Transactions 1 and 2. (See Note 2.) DO NOT use the two step correction process to correct money amounts.

(a) No payee TIN (SSN, ITIN or EIN)
(b) Incorrect payee TIN
(c) Incorrect payee name *and address*
(d) Wrong type of return indicator (for example a Form1099- DIV was filed when a Form 1099-INT should have been filed).

Two separate returns are required to make the correction properly. Follow all instructions for both Steps 1 and 2.

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Correcting an Error Type 2

Step 1. Identify incorrect return submitted .

1. Prepare a new information return
2. Enter an "X" in the "CORRECTED" box
   (and date (optional) at the top of the form .
3. Enter the payer, recipient, and account number information exactly as it appeared on the original incorrect return; however, enter 0 (zero) for all money amounts.

Step 2. Report correct information**.**

A. Form 1098, 1099, 5498, or W-2G

1. Prepare a new transmittal Form 1096.
2. Do not enter an "X" in the "CORRECTED" box at the top of the form. Prepare the new return as though it is an original .
3. Include all the correct information on the form including the correct TIN, name, and address.

B. Form 1096

1. Prepare a new transmittal Form 1096.
2. Enter the words "Filed To Correct TIN, ", "Filed to Correct Name and Address," or "File to Correct Return" in the bottom margin of the form.
3. Provide all requested information on the form as it applies to those returns prepared in Steps 1 and 2.
4. File Form 1096 and Copy A of the return with the appropriate service center.

Do not include a copy of the original return that was filed incorrectly.

10 Account Generation Wizard

Account Generation Wizard

Generating Account Numbers

Why would I need to generate Account Numbers?
1099 Pro® offers a feature that will generate account numbers for each form that does not have an account number. IRS Publication 1220, states on page 77 that the IRS requires account numbers. "Enter any number assigned by the payer to payee that can be used by the IRS to distinguish between information returns. This number must be unique for each information return ..." The IRS has indicated that they will not reject files if they do not have account numbers but by having account numbers the IRS will be able to process any corrections that they encounter. This wizard will create unique Account Numbers for unfiled tax forms to satisfy the new requirement. You can also individually specify which Filers and form types to process.

Things to keep in mind:

- Only unfiled forms with a status of Printed or Pending will be updated.
- Any form with existing Account information will NOT be changed regardless of status.
- You can manually replace generated account numbers at any time before filing
- Account numbers are created using two letters from the last name, the IRS form code and a number unique to that form. For example, one might look like this AB-Q-0001234.

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*See **Generating Account Numbers***

10.1 How to generate account numbers

How to generate account numbers

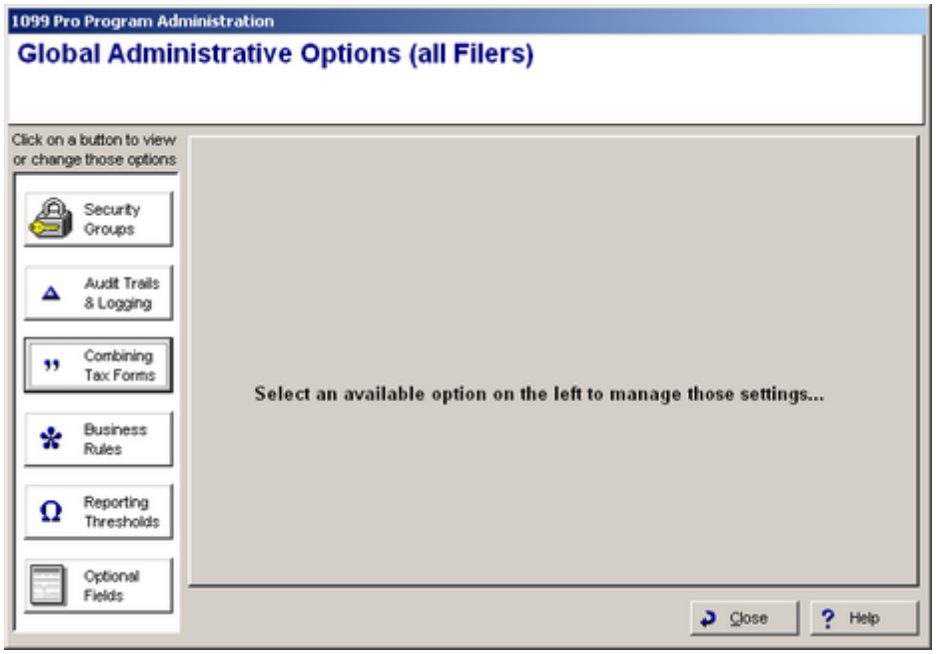
To Generate Account Numbers:

1. At the Enter, Update and View screen select Utilities from the menu at the top.
2. Select "**Generate Account Numbers**"
3. Click "**Next"**, choose how your forms will be selected for Account Number Generation, then click "**Next**".
4. Confirm the settings on the Account Number Generation summary screen.
5. When you're done, click "**Finish**".

See ***Account Generation Wizard***

11 Administration and Security

Global Administrative Options



Security

Through the use of passwords and access rights you can restrict users and thereby protect sensitive company data.

Add/Update Individual Users

Administrators can use the Add/Update Individual Users screen to create users and assign them to specific tasks.

*See **Adding and Updating Users***

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Access Groups and User Profiles
Create new Access Groups and User Profiles based on your own custom settings. Your groups will be available when adding or changing a user and will be included in all security reports.

*See the **Security Overview** for more information*

Passwords
Passwords can help protect sensitive company data.

*See **Passwords** for more information*

Security Access Logs
The Security Access Log tracks every time Security or Audit Trails are enabled or disabled. If Security is enabled, the Security Access Log also tracks all logon attempts.

*See **Security Access Logs***

Security Reports
1099 Pro® offers numerous reports to track users and access groups. These security reports are available only to administrators or users with administrative rights.

*See **Security Reports***

Turn On/Off Security
1099 Pro® offers two levels of security; on and off.

- If security is enabled, access to 1099 Pro is limited to users with valid User ID/Password combinations. These users are restricted to specific tasks assigned by the Administrator. This performs a two fold method of protecting sensitive company data.

*See **How to Enable or Disable Security***

Tax Form Audit Trail and Action Logging Options

View Audit Trail Records
The Master Audit Trail Browser is available only to administrators or users with administrative access rights. Use it to view all manual and cascading changes to all tax forms (the Record History screen allows the viewing of individual tax forms only).

*See **Master Audit Trail Browser.***

Purging Audit Trail Logs
The Audit Trail Record Log is invaluable should you need to track tax forms changes. If the log becomes so big that the performance of 1099 Pro® is compromised, older records may be purged. For most users however, purging is not necessary and is generally not recommended as this valuable information is permanently deleted from the system.

*See **Purging Audit Trail Logs** for more information.*

Combining Tax Forms

Aggregation / Rollup Options
The 1099 Pro Aggregation Feature was designed to allow users to consolidate more than one tax form of

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the same type, for one recipient under a given filer.

*See **Using Aggregation** for more information.*

Rules and Options

Preference, Update and Program options
This area allows you to configure some of the programs general settings such as date range warning, update checking and backup reminders.

See Preferences for more information.

Manage ASP Module PS/ACL Access (CS version only)
This allows you to control the Pressure Seal or Alternate Combined Layout print options for the 1099 Pro.NET (ASP) module.

See *Manage PS/ACL Access Control* for more information.

Tax From Validation for Import and Entry
These settings allow you configure the warning and error messages that 1099 Pro software displays when importing or manually entering forms.

See Custom Tax Form Validation Rules for more information.

Tax Form Print Codes & Custom Messages
This new feature allows you to create your own custom messages to be printed on your forms or to duplicate certain fields anywhere on the form.

See Tax Form Print Codes & Custom Messages for more information.

Reporting Thresholds

Manage State CFS Limits and Settings
The State CFS Limits and Settings manager is a 1099 Pro Corporate Suite/ASP feature only which will allow you to manage reporting thresholds for state and federal returns.

User Fields and E-mail

These settings are available in Corporate Suite Only.

Optional Form 1099-MISC Amount Box
This feature allows you to use an optional custom box on a 1099-MISC form.

See Optional Fields for more information.

Lookup and Code Translations
This section allows you to manage custom codes and texts for tax forms.

See Manage Custom Codes and Texts for more information.

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Scheduler Utility Email Settings
This section allows you to manage the e-mail address, recipients, and messages sent by the Scheduler Utility

See Scheduler for more information.

11.1 Security Overview

Security Overview

1099 Pro Security is comprised of 3 components:

1. **Access Groups -** Access Groups determine which Program Area's (i.e. reporting , security, or W9 tracking) and Forms/Form functionality (i.e. 1099-MISC enter, update, and view) that the
2. **User Profiles -** A user Profile combines Access Groups (Program area and Form Access rights) with access to Filer(s).
3. **Users –** Users are assigned a Username and Password they must be added to a User Profile in order to access the 1099 Pro software.

The general flow of security in 1099 Pro can be visualized using this diagram:

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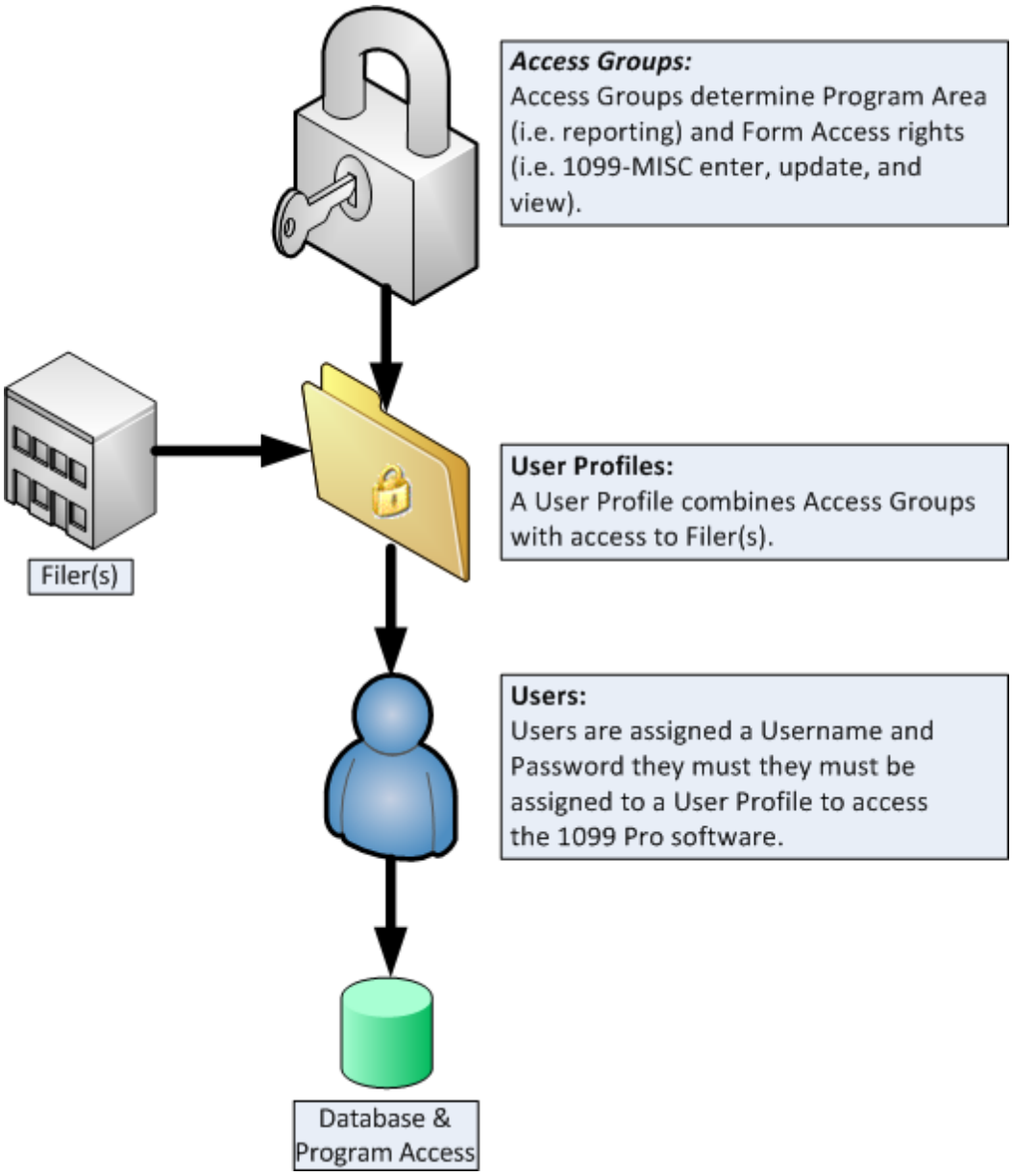
Access Groups:
Access Groups determine Program Area (i.e. reporting) and Form Access rights (i.e. 1099-MISC enter, update, and view).
User Profiles:
A User Profile combines Access Groups with access to Filer(s).
Filer(s)
Users:
Users are assigned a Username and Password they must they must be assigned to a User Profile to access the 1099 Pro software.
Database & Program Access

The steps in the following section will help you to configure security.

11.1.1 Passwords

Passwords

Passwords can help protect sensitive company data.

First Time Logon

If security is enabled during the Welcome Wizard, the Administrator must create a new password the first time they logon to 1099 Pro®.

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1. In the User ID field enter **Administrator**, in the Password field enter **NEW**.
2. Click "**OK**".
3. The Logon screen requires you to enter a new password.
   - Passwords must be 3-8 characters.
   - Passwords are case sensitive.
   - Password cannot be "NEW"
4. After successfully creating a password, Administrators are encouraged to create Users.

I Lost My Password!

If a User forgets their password the Administrator may reset it.

1. At the menu bar click on "**File"** and then on "**Security & Administration"**.
2. At the Administration screen click "**Security Groups**", and then click on "**Add/Update individual Users**".
3. At the Browse & Update the List of Users screen select the User whose password needs to be reset and click "**Change**".

4. At the Changing a User screen click the "**Reset**" button. The password is automatically reset to "NEW". The next time the User logs into 1099 Pro® they are required to change the password.

☑ If the Administrator forgets their password they must contact Technical Support. The purchaser of 1099 Pro® must send a request on company letterhead stating that the Administrator password is lost and an unlock code is required. Upon receipt of this request, Technical Support will provide an unlock code good for that day only.

11.1.2 Turn On/Off Security

Turn On/Off Security

Section 1: Accessing Security

- To access the 1099 Pro security control panel, select "**File**" from the program menu and then select "**Security and Administration**".
- From the "**Global Administrative Options**" window, click the "**Security Groups**" button on the left.

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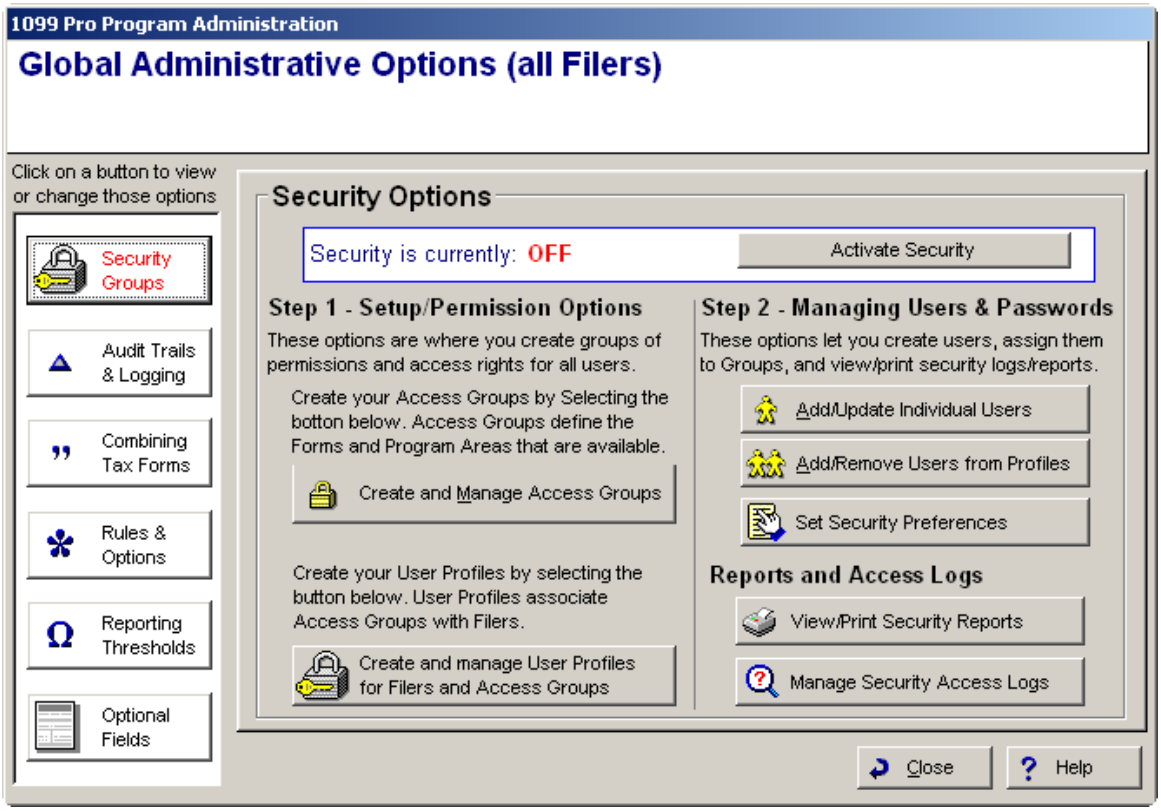
- Security status is displayed in the blue box toward the top of the window, next to the "**Security is currently: (On/Off)**" text. If security is not enabled, click on the "**Activate Security**" button to enable it. You will be prompted to restart the program to finalize this change.


1099 Pro Program Administration
Global Administrative Options (all Filers)
Click on a button to view or change those options
Security Groups
Audit Trails & Logging
Combining Tax Forms
Rules & Options
Reporting Thresholds
Optional Fields
Security Options
Security is currently: OFF
Activate Security
Step 1 - Setup/Permission Options
These options are where you create groups of permissions and access rights for all users.
Create your Access Groups by Selecting the botton below. Access Groups define the Forms and Program Areas that are available.
Create and Manage Access Groups
Create your User Profiles by selecting the button below. User Profiles associate Access Groups with Filers.
Create and manage User Profiles for Filers and Access Groups
Step 2 - Managing Users & Passwords
These options let you create users, assign them to Groups, and view/print security logs/reports.
Add/Update Individual Users
Add/Remove Users from Profiles
Set Security Preferences
Reports and Access Logs
View/Print Security Reports
Manage Security Access Logs
Close
Help

11.1.3 System Security Settings/Password Requirements: Step 1 Setting Password Requirements

Step 1: Set Security Preferences/Password requirements

The Security Preferences/Passwords requirements section allow you to configure details regarding a user's password such as password length, lockout settings, expiration, and password format. For Corporate Suite users you can also set the login type such as tying Corporate Suite security into Windows Active Directory security.

1. To configure password/login requirements click the "**Set Password requirements**"/"**Set Security Preferences**"(Corporate Suite) button.

2. At the "**Modify System Security Settings**" window, you have the option of configuring the following settings:

   a. Login Type: **(Corporate Suite Only)**

      i. Default: Requires the user to enter the username and password assigned to during user creation (Step 4).

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ii. AutoFill: Pre-fills the login dialogue with the Windows User Name. When creating users you must use the same login name they use for Windows for this to be useful.

iii. Active Directory: Removes login prompts instead using the Windows Domain/Username/ Login that the user logged into their computer with. The username in our software must match the username they log into Windows with.

b. **Minimum Password Length**: Defines the minimum character length the password can be. Length ranges from 5-15 characters

c. **Lock a User ID after this many invalid login attempts**: Sets the maximum number of times a user can fail to log in before needing to have their account unlocked by an administrator.

d. **Days before a password expires**: Sets the length of time a user's password is valid before they must choose a new one.

e. **Days to warn a user before their password expires**: Defines when the software will begin notifying when the user's password is going to expire.

f. **Times before a password can be used again**: Defines how many different passwords must be used before a user can use the same password again.

g. **Require at least One (1) Uppercase Character**: Determines whether or not there must be at least one uppercase character in a User's password.

h. **Require at least One (1) Lowercase Character**: Determines whether or not there must be at least one lowercase character in a User's password.

i. **Require at least One (1) Numeric Character**: Determines whether or not there must be at least one numeric character in a User's password.

j. **Require Special Characters in Password**: Determines whether or not special characters (i.e. !, @, #, $, % ,^, etc) are required in a User's password.

Note: You must specify which special characters may be used before enabling this option (see "K" below).

k. **Special Characters (Up to 15)**: Define special character's which may be used during password creation.

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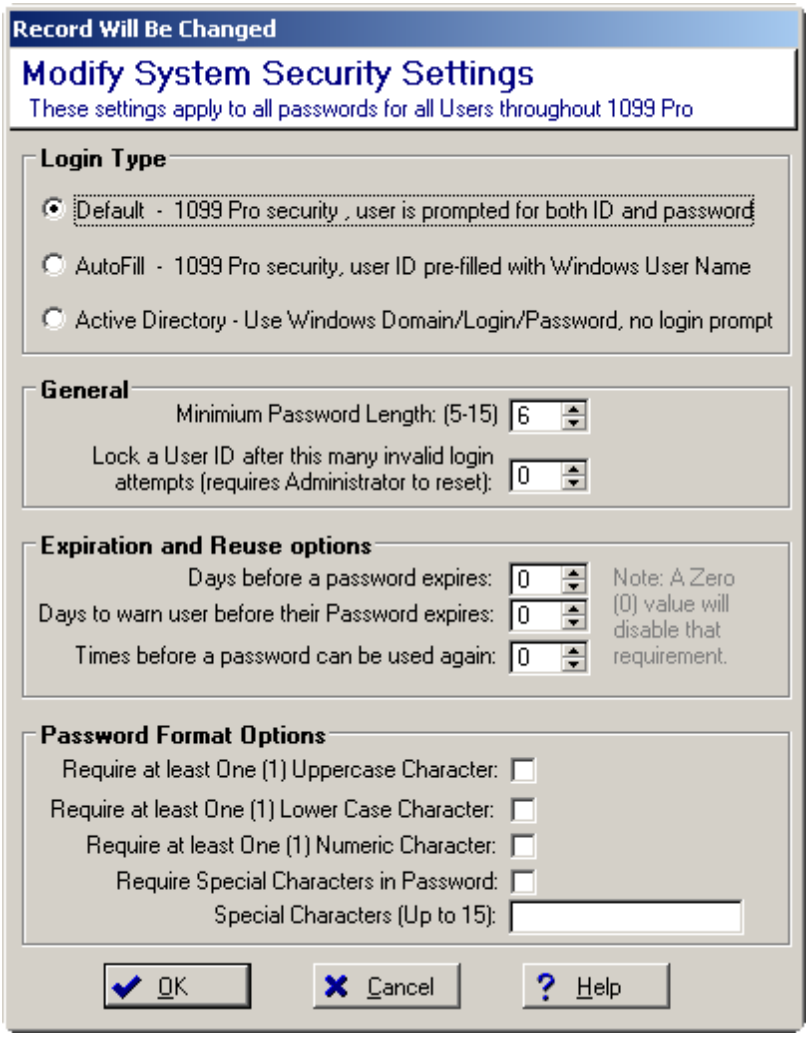
Record Will Be Changed
Modify System Security Settings
These settings apply to all passwords for all Users throughout 1099 Pro
Login Type
Default - 1099 Pro security , user is prompted for both ID and password
AutoFill - 1099 Pro security, user ID pre-filled with Windows User Name
Active Directory - Use Windows Domain/Login/Password, no login prompt
General
Minimium Password Length: (5-15) 6
Lock a User ID after this many invalid login attempts (requires Administrator to reset): 0
Expiration and Reuse options
Days before a password expires: 0
Days to warn user before their Password expires: 0
Times before a password can be used again: 0
Note: A Zero (0) value will disable that requirement.
Password Format Options
Require at least One (1) Uppercase Character:
Require at least One (1) Lower Case Character:
Require at least One (1) Numeric Character:
Require Special Characters in Password:
Special Characters (Up to 15):
OK
Cancel
Help

11.1.4 Security - Access Group: Step 2

Access Groups

Step 2: Creating and Managing Access Groups

Access Groups allow an Administrator to define the Program Areas and Form types that a User will have access to, as well as the level of access that they will have to them. Users will only have the rights specifically assigned to them any rights not assigned are denied by default.

The rights available within 1099 Pro are View/Access area, Create, Modify, Delete, Report, Correct, Print, and Reset/Void where applicable.

1. To create or modify an Access group begin by clicking "**Create and Manage Access Groups**" from within the "**Security Options**" window.

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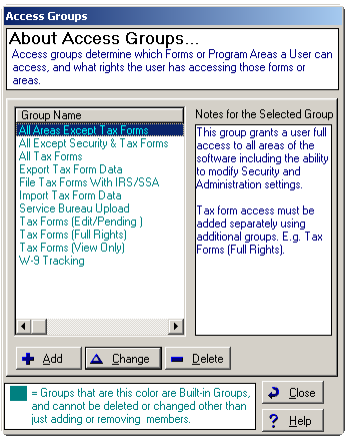
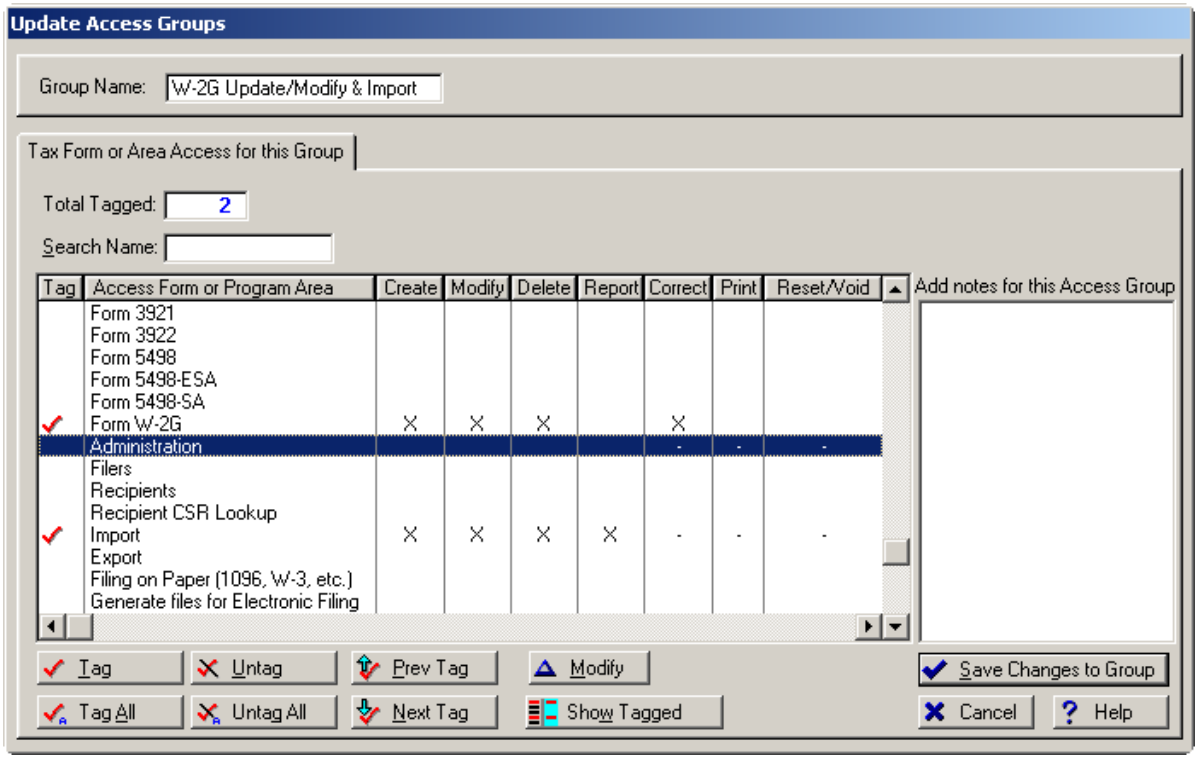
2. Click "**Add**" to create a new access group. You may also select "**Change**" to modify any access groups you have already created or to view the contents of a built in Access Group. 1099 Pro comes with 11 built in access groups. Built in groups are in a teal color on this screen and cannot be modified or deleted.


Access Groups
About Access Groups...
Access groups determine which Forms or Program Areas a User can access, and what rights the user has accessing those forms or areas.
Group Name
All Areas Except Tax Forms
All Except Security & Tax Forms
All Tax Forms
Export Tax Form Data
File Tax Forms With IRS/SSA
Import Tax Form Data
Service Bureau Upload
Tax Forms (Edit/Pending)
Tax Forms (Full Rights)
Tax Forms (View Only)
W-9 Tracking
Notes for the Selected Group
This group grants a user full access to all areas of the software including the ability to modify Security and Administration settings.
Tax form access must be added separately using additional groups. E.g. Tax Forms (Full Rights).
Add
Change
Delete
= Groups that are this color are Built-in Groups, and cannot be deleted or changed other than just adding or removing members.
Close
Help

3. After clicking the "**Add**" button the "**Update Access Group**" window will open. Here you will assign the rights to Program Area's and Forms.

In the screenshot below you can see this Access Group would only have access to the Form W-2G for purposes of data entry/correction but would be unable to run reports or print forms for W-2G. This group would have ability to import all forms



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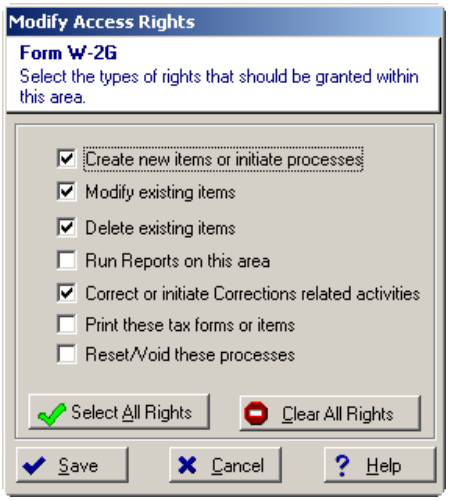
To assign rights use the following steps:

A. Specify a Group Name for your Access Group by clicking the "**Group Name**" field.

B. Tag the program Area or Form type that will be configured. To tag a selection highlight the line and use the "**Tag**" button or click in the tag column next to the Form or Program area you want to update.
C. After tagging the line click "**Modify**"
D. The "**Modify Access Rights**" window will open and allow you to assign specific rights to the form or program area by clicking the check box to the left of the form you wish to modify.
E. Click "**Save**" when you are done modifying access Rights to the form or program area.
F. If you are done modifying Access rights click " **Save Group**" to exit and save your changes. If you wish to modify more Area's or Groups repeat steps 2 – 5.
If you wish to abandon all changes simply click "**Cancel**".



Note: If you "**Tag**" a Program Area or Form type and do not assign any other rights to it, you have created a "**View only**" access rule. This will allow you to enter an area or form but not to you will be unable to make changes.

4. You will be returned to "**Access Group**" screen. You can continue to add or edit Access Groups from here. When you are done click "**Close**" to return to the " **Security Options**" screen.

11.1.5 Security - Manage Profiles: Step 3

Creating and Managing User Profiles

Step 3: Create and Manage User Profiles

User Profiles allow you to apply Access Groups to specific Filers/Departments. When you assign an user to this profile (Step 4) they will only have the specific rights granted by that Access Group on the specified Filers.

1099 Pro's built in User Profiles are applied to all filers.

Note: In order to access the 1099 Pro system, a User must have rights to *AT LEAST* 1 Filer, in other words, they must be assigned to at least 1 User Profile.

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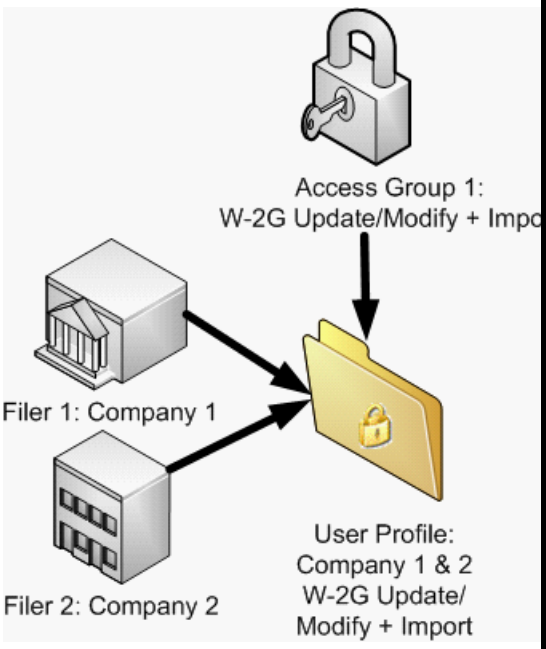
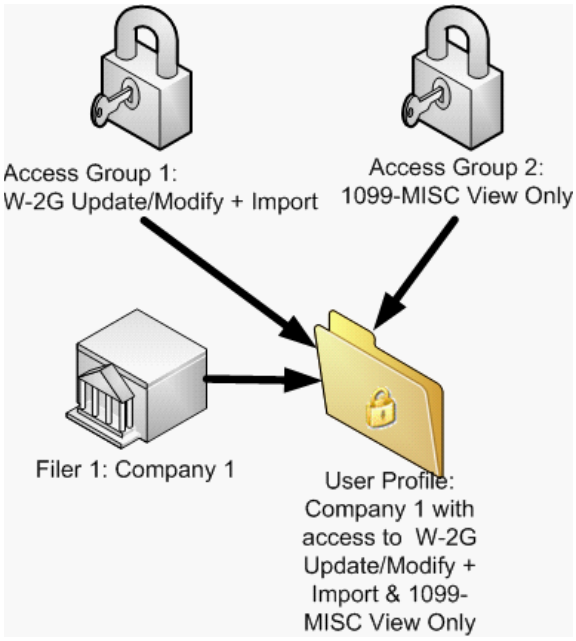
The diagrams below illustrate the components comprising a **User Profile**. In step 4 you will assign users to these profiles.

Diag 1:
User profile composed of multiple filers (companies/departments) and 1 access group.
.



Diag 2:

User profile composed of 1 filer and multiple access groups.



1. To create or manage an User Profile click "**Create and Manage User Profiles for Filers and Access Groups**" from within the "**Security Options**" window.

   1099 Pro has 10 built in User Profiles. Built in groups will be colored in teal and cannot be modified or edited.

   Note: By default, all built-in User Profiles will have access to all current and Future Filers

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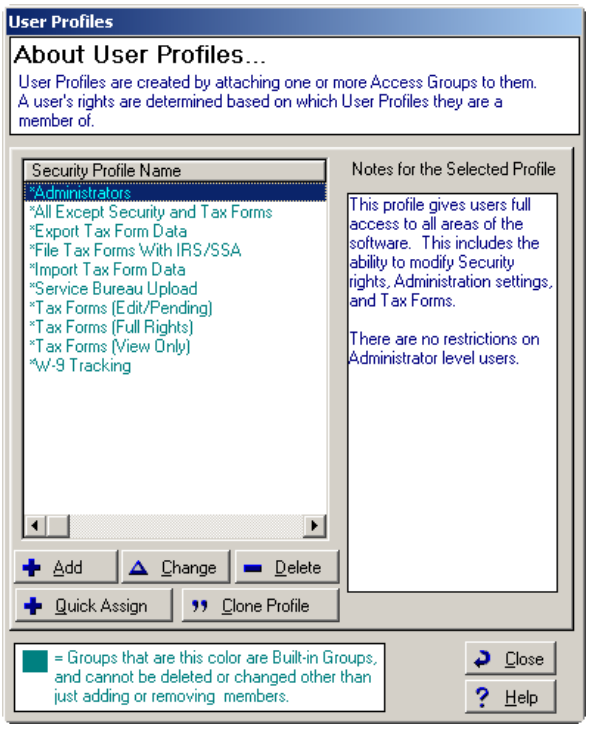
2. Click "**Add**" to create a new user profile. You may also select "**Change** " to modify any User Profiles.

   The "**Quick Assign**" button will walk you through these steps in a wizard. " **Clone Profile**" will allow you to clone a previously created profile and then edit the Filers and Access Groups assigned to it.


User Profiles
About User Profiles...
User Profiles are created by attaching one or more Access Groups to them. A user's rights are determined based on which User Profiles they are a member of.
Security Profile Name
*Administrators
*All Except Security and Tax Forms
*Export Tax Form Data
*File Tax Forms With IRS/SSA
*Import Tax Form Data
*Service Bureau Upload
*Tax Forms (Edit/Pending)
*Tax Forms (Full Rights)
*Tax Forms (View Only)
*W-9 Tracking
Notes for the Selected Profile
This profile gives users full access to all areas of the software. This includes the ability to modify Security rights, Administration settings, and Tax Forms.
There are no restrictions on Administrator level users.
Add
Change
Delete
Quick Assign
Clone Profile
= Groups that are this color are Built-in Groups, and cannot be deleted or changed other than just adding or removing members.
Close
Help

3. After clicking "**Add**", "**Change**", or "**Clone Profile**" you will be working in the "**Update User Profile**" screen. Here you will assign Access groups to Filers.

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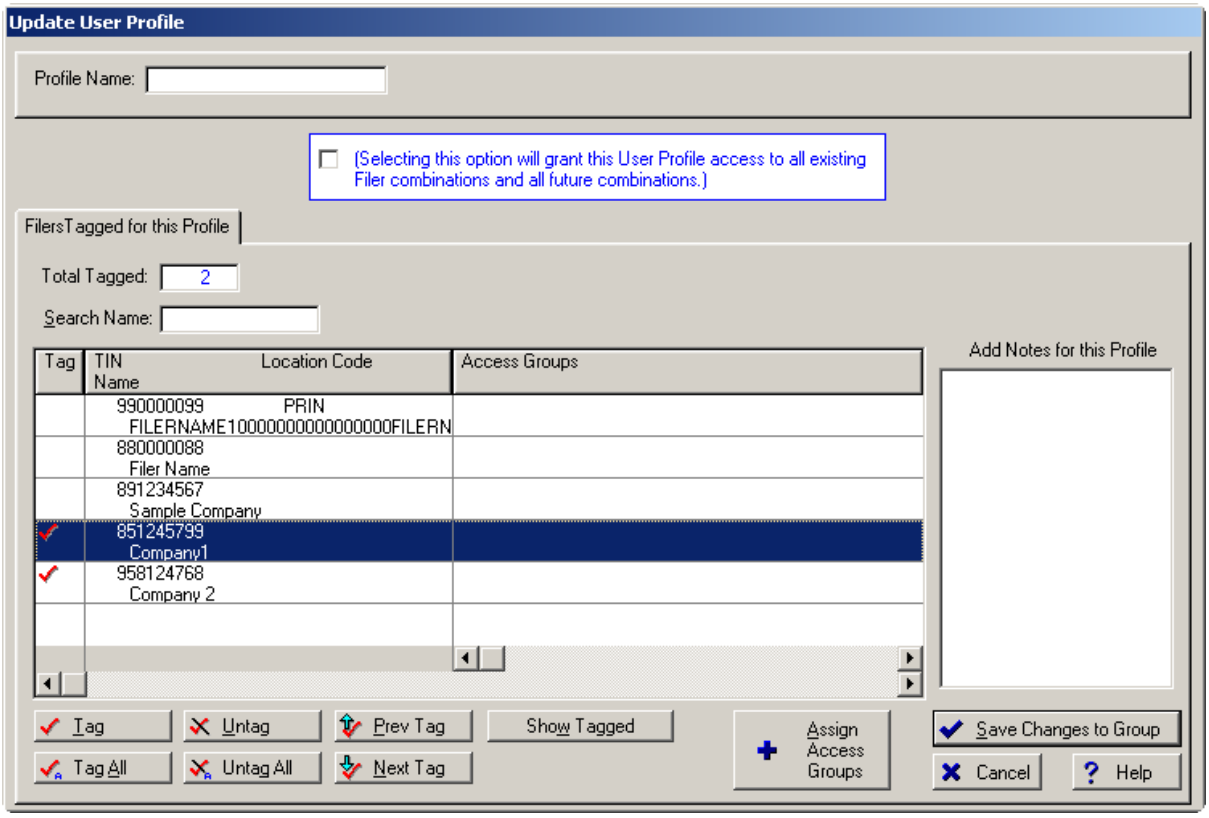

To Create or Update a User Profile follow these instructions.

A. Create a name for the User Profile.

A. Tag the **Filers** that you wish to have access to. To tag a selection highlight the line and use the "**Tag**" button or click in the tag column next to Filer(s) this profile will have access to.

A. Highlight the filer you wish to configure and click the "**Assign Access Groups**" button to attach Access Groups that were previously created to the profiles.

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A. The "**Tag Access Group**" screen opens and allows you to select profiles that have previously been created (Step2).
B. After you are done selecting profiles click "**Save**" to exit.

Note: You will need to repeat steps C, D, and E for each filer that is in this profile.

4. Upon exiting the "**Update User Profile**" screen you are returned to the "**User Profiles**" window. You can continue to add, change, or delete profiles here. Once you are done updating profiles click "**Close**" to be returned to the "**Security Options**" window.

11.1.6 Security - Add/Update Individual Users: Step 4

Security - Assign Users

Step 4: Add/Update Individual Users

Generally you will have one user for each physical user of the software. This section will guide you through creating, updating, and deleting Users.

1. To configure Users, click on the "**Add/Update Individual Users**" from within the "**Security Options**" window.

1. The "**Users**" window opens displaying a list of all current users in the software. The "**Add User**" button allows you to add a new user. The "**Change**" button allows you to modify an existing user or view the profiles they are associated with. The "**Delete**" button will remove a user from the system.

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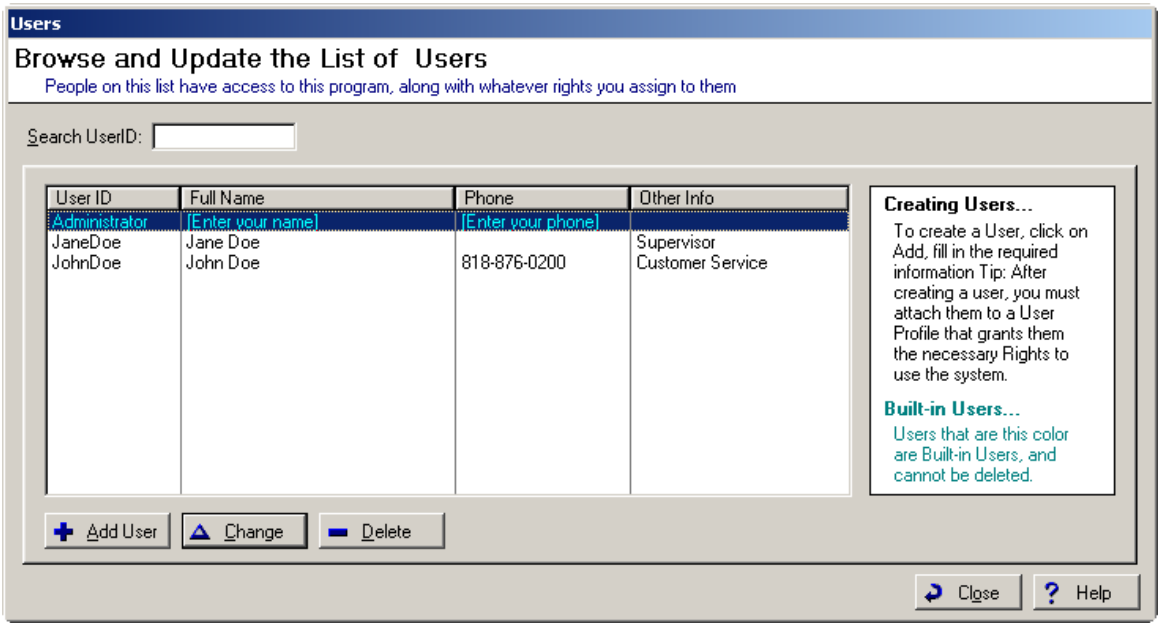
Users
Browse and Update the List of Users
People on this list have access to this program, along with whatever rights you assign to them
Search UserID:
User ID
Full Name
Phone
Other Info
Administrator
[Enter your name]
[Enter your phone]
JaneDoe
Jane Doe
Supervisor
JohnDoe
John Doe
818-876-0200
Customer Service
Creating Users...
To create a User, click on Add, fill in the required information Tip: After creating a user, you must attach them to a User Profile that grants them the necessary Rights to use the system.
Built-in Users...
Users that are this color are Built-in Users, and cannot be deleted.
Add User
Change
Delete
Close
Help

2. Clicking the "**Add User**" button will open the "**Adding a User**" window. Here you will input the login information that will be used to access the software. (or "**Change User** " in the case of clicking "**Change**" button.

   The information below will assist you in adding a new user or modifying an existing user:

   a. User ID: Enter that will be used to login.

   Note: Corporate Suite users using the Active Directory Login Type must use the same username that the user logs into their network with.

   b. Password: By default all new accounts start with "NEW" as their password and cannot be edited here. You may set the requirements users must meet for passwords by clicking "**Set Security Preferences**" on the " **Security Options**" window.

   c. Lock Status: this field displays whether or not an account is locked due to login failures. Click "**Change**" to lock or unlock an account for use. Remember to reset the password if it is a case of the user forgetting their login information.

   d. **(Corporate Suite only)** Pre-W2K Domain: This is only used when Active Directory Login type is selected by clicking "**Set Security Preferences**" on the "**Security Options**" screen.

   e. Optional Information:

      · User Name: Provide the end users full name. This does not affect

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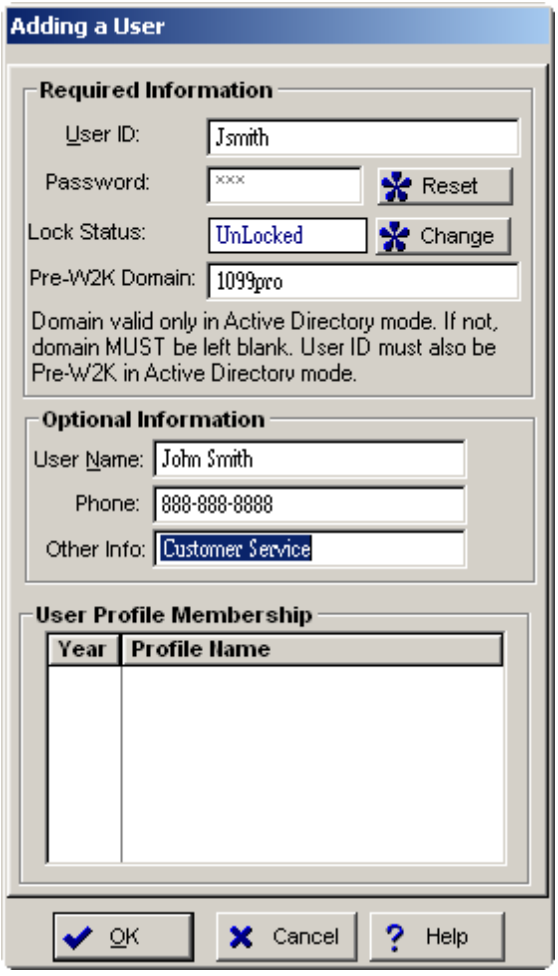
login.

- Phone: Supply a contact phone number for the user.
- Other info: This field can be used to store other info such as department, e-mail address, location etc.

f. User Profile Membership: This field displays all of the User Profiles that the user is currently associated with. Step 5: will cover adding users to profiles.

g. Click "**Ok**" to complete adding a user or "**Cancel**" to abandon any changes.



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11.1.7 Security - Add Users to a Profile: Step 5

Step 5: Add Users to Profiles:

This last step in configuring security will guide you through the process of assigning a user to a profile created during Step 3.

1. To add a User to a User Profile click on the "**Add/Remove Users from Profiles**" button located on the "**Security Options**" window.

At the "**Security – Assign Users**" ("**Available User Profiles**" in Corporate Suite) screen you will assign the users you have created to a profile.

1. Select the profile you wish to add users by clicking the "**Available User Profiles**" dropdown.
2. Tag the users that you wish to have applied to the selected profile.

   Note: You must click "Save" prior to adding users to another profile.

   To tag a user highlight the user and click "**Tag**" button or click in the column to the left of their UserID.

   Corporate Suite Only: you may also select which tax years users have access to under the profile.

3. Click "**Save**"/ "**Save my Changes to this Profile/Year**" (Corporate Suite)
4. Repeat the steps above to add users to additional profiles.

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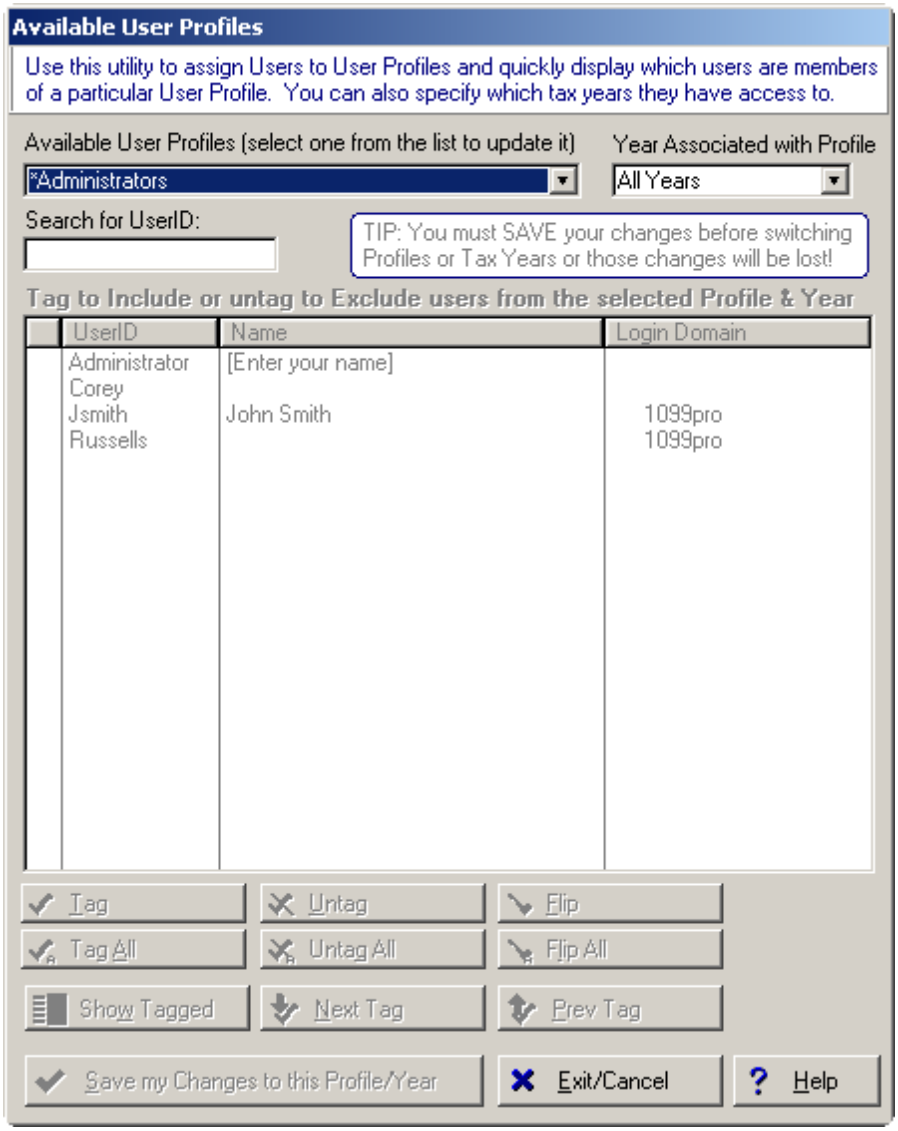

11.1.8 Security Reports

Security Reports

1099 Pro® offers numerous reports to track Users, User Profiles, and Access Groups. These security reports are available only to administrators or users with administrative rights.

To generate security reports

1. At the menu bar go to File and Security and Administration.

2. At the Administration screen click the "**View/Print Security Reports**" button. Available reports include:

   - **Print Users by Name:** Lists all users sorted by User ID.
   - **Users and Attached Profiles:** Lists all access users and all of the User Profiles they are associated with.

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- **Profiles and Associated Access Groups:** Lists User Profiles and the Access Groups, Filers and Departments they are associated with.
- **Access Group Detail:** Lists Access Groups and all of the permissions assigned to them.
- **Detailed Security Report:** Summarizes the User Profiles and Access Groups selected Users are assigned to.
- **Security Log:** Generates a report based on the security audit trail.

3. All reports offer a print preview option.

11.1.9 Security Access Log

Security Access Log

The Security Access Log tracks every time Security or Audit Trails are enabled or disabled. If Security is enabled, the Security Access Log also tracks all logon attempts.

Browse & Manage the Security Access Log

1099 Pro® includes predefined queries for sorting access log records including:

- **All Records:** Default selection that displays all records.
- **Access for One Date:** Select this query and then enter the date for which you want to show logs.
- **Access for One User:** Select this query and then click "**Select User to Show**" to pick a user, or click " **Show Records with No Users**" for any records with an unknown user.
- **All Special Events:** Details every time Security or Audit Trails are enabled and disabled.

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Purge Logon Records

The Security Access Log tracks all attempts to open 1099 Pro®. If the log becomes so big that the performance of 1099 Pro is compromised, older records may be purged. When purging records ONLY successful log-on's are deleted.

To purge logon records

1. On the "**menu bar**" click "**File**" and "**Security and Administration**".
2. At the Administration screen click "**Manage Security Access Logs**".
3. At the Browse & Manage the Security Access Log screen click the "**Purge Logon Records**" button.
4. The Purge Audit History screen allows the user to indicate the date PRIOR to which logon records are purged. Modify this date as necessary.
5. Click "**Begin**" to start deleting records. A warning screen reminds that all deletions are permanent. Click "**Start Deleting**" to continue or "**Cancel**" to abort.

   - All purge attempts are permanently recorded in the log.

11.2 Backup Data

Backup Data

The 1099 Pro® Backup Wizard automatically copies all data files and compresses them into a WinZip® format. By default, 1099 Pro prompts for a daily backup.

Remember, it's smart to backup your data on a regular basis. If a problem occurs and data files need to be restored, a backup can save time and aggravation!

To modify the frequency in how often the backup occurs

1. Select File>Security & Administration.
2. Click the "**Program Options**" button.
3. Click the "**Preference, Update, and Program Options**" button.
4. Locate the "**Backing Up Your Data Files**" header.
5. Modify how often you are prompted to create backups or uncheck to disable prompts.

To backup data

1. Access the Backup Wizard as prompted automatically by 1099 Pro (see modify the backup prompt).

   - The Backup Wizard application, Backup11.exe, may also be accessed directly through Windows Explorer. In a typical installation it is located at C:\1099 Pro\Pro99T11. All users must exit 1099 Pro® prior to running the backup.

2. At the 1099 Pro Backup Wizard screen click "**Next**" to proceed.
3. Accept the default location for the backup file unless you wish to backup to another location such as

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a network drive. Click on the ellipses … button if this is the case.
Accept the default backup location or use the ellipses to select a different location e.g. on a network drive.

4. The program will automatically include the date and time of the backup file in the default name. Accept the default name (recommended!) or manually enter a name. The extension of your backup file defaults to .ZIP. **CAUTION:** Backup twice to the same filename and you'll overwrite the existing file!
5. Click "Next" to continue.

6. Confirm your backup choices and click "**Back**" to revise or "**Proceed with Backup**" to continue.

   - This screen details Total [data] Files, Total Size and Estimated Zip Size.

7. 1099 Pro indicates if backup was successful.

Note: From Windows Explorer if you hover your mouse over the name of the backup file you will see information about the backup file including the version of software that created the file.

☑ Use WinZip (a shareware utility) to access your backup data. Download it at www.winzip.com.

11.2.1 Restore Data

Restore Data (1099 Pro Professional/Enterprise Only)

If your data files are damaged or destroyed use a backup file to restore data. For information on restoring your data files please contact Technical Support.

☑ Restoring a data file means losing ALL changes made since the last backup. Thus it's smart to backup your data on a regular basis.

Restoring Data to your 1099 Software is an easy task.

1. Install your 1099 software
2. Locate your backup file which should be in .zip format (i.e. "1099 Pro Backup 9-AUG-2011 9-38AM.ZIP") and is usually located in the Data Backups directory. (Default is C:\1099 Pro\Pro99T11\Data Backups)
3. Unzip this file by using the utility Winzip to extract all the contents of this file (.tps files) to your C:\1099 Pro\Pro99T11\Data directory. You can find more information on Winzip here.
4. Open your software and run a "form counts by filer" report to verify your data.

NOTE: When you restore data to your "Data" folder (i.e. C:\1099 Pro\Pro99T11\Data). You must always restore your data no earlier than the software version number that was used to create the backup. For Example. Let's say you backed up your data while your 1099 software was in version 12.01.2011. Well now your data is in that same version 12.01.2011. If you ever need to re-install your software, perform a check for updates and make sure you get your software version number current as of 12.01.2011 since most likely the version you install at first may be an earlier version. Now drop your data in to the C:\1099 Pro\Pro99T11\Data and open your software. If you receive an error 47 then you most likely either performed the above task again or with your software closed just run the check for updates program to update the data and your software altogether.

For Multiuser installs of the 1099 software, follow the same procedure above. Once you open your 1099 software on the workstation it automatically "downloads" and synchronizes with the server version.

Take me back to Backup Data

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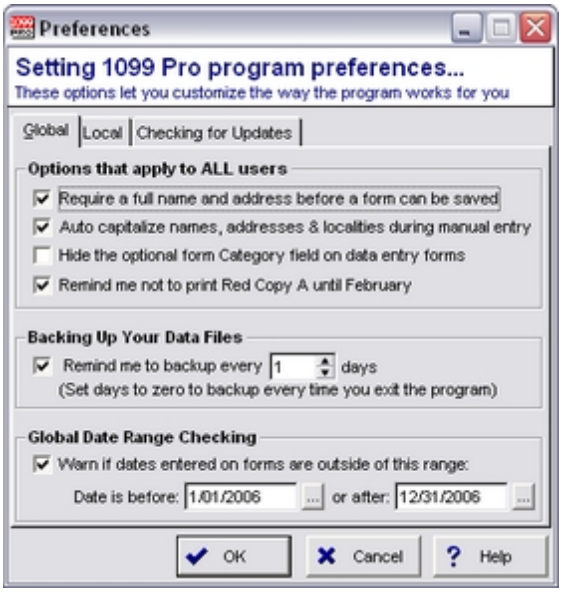
11.3 Rules and Options

11.3.1 Preferences

Preferences

Preference items allow you to customize 1099 Pro® software.


Preferences
Setting 1099 Pro program preferences...
These options let you customize the way the program works for you
Global
Local
Checking for Updates
Options that apply to ALL users
Require a full name and address before a form can be saved
Auto capitalize names, addresses & localities during manual entry
Hide the optional form Category field on data entry forms
Remind me not to print Red Copy A until February
Backing Up Your Data Files
Remind me to backup every 1 days
(Set days to zero to backup every time you exit the program)
Global Date Range Checking
Warn if dates entered on forms are outside of this range:
Date is before: 1/01/2006
or after: 12/31/2006
OK
Cancel
Help

To modify preferences

1. On the task panel click the "**General Options"** section and the "**Preferences"** icon or you can click on "**File**" and then select "**Program Preferences**".

2. At the Preferences screen all items except for "Hide the optional form Category field on data entry forms" are checked "" by default. Uncheck an item to cancel its functionality.

Preference Items

Global Program Options

- Remind Me Not to Print Red Copy "A" Until February
- Require Full Name and Address Before a Form Can Be Saved
- Auto Capitalize Names, Addresses & Localities During Manual Entry
- Hide the Optional Form Category Field on Data Entry Forms

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- Remind Me to Backup Every 'X' Days: The reminder defaults to 1 day although any number between 0 to 99 is allowed. Set to "0" to backup every time you exit 1099 Pro. To disable the reminder uncheck the box.

Range Checking

Warn If Dates Entered on Forms Are Outside of this Range:

- Date is before 1/01/2011 (default entry)
- Date is after 12/31/2011 (default entry)

Other Options

Located under the General (more) Tab

- Automatically reselect the last Filer at start up.
- Show a reminder using the "Add Recipient".
- Show a reminder that the first name is discarded for EIN/Company.

Checking for Updates

These options help to ensure that you have the most up to date version, including any last minute changes from the IRS/SSA.

- Ask for confirmation every time before checking.

How often the program should check for updates.

- Automatic adjustment (recommended): the program will check for updates occasionally during the summer, more frequently as tax season approaches, and everyday at the height of the tax season.
- Specified Interval (1-45 days) Throughout the year. Checks will occur at the interval you set here. (Set the number of days between update reminders.
- Manual checking only: you will need to use the menu options to check for all updates.

See Web Updates for more information on updating the software.

11.3.2 Custom Tax Form Validation Rules

Custom Custom Tax Form Validation Rules

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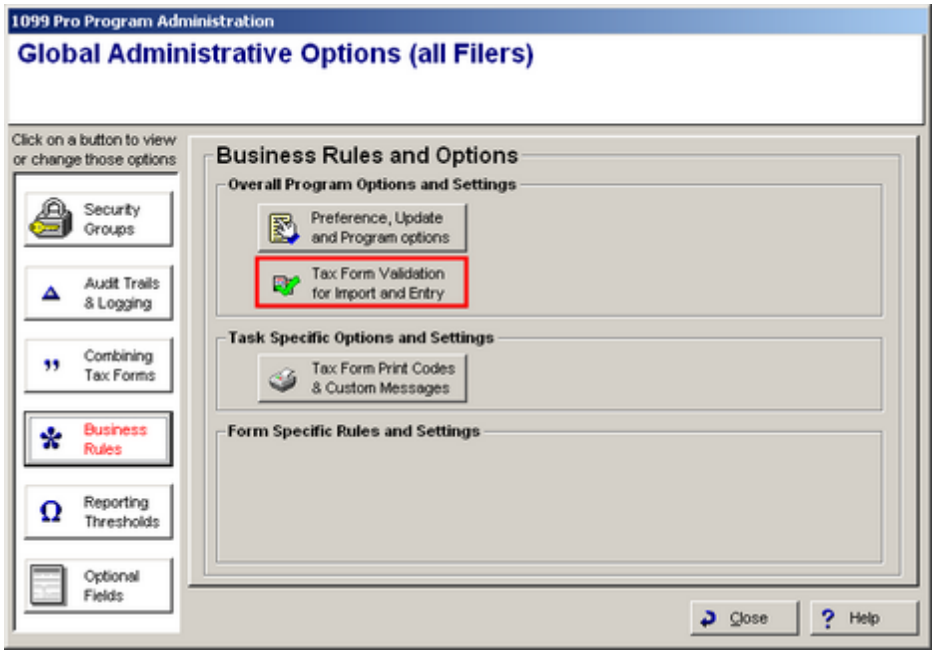
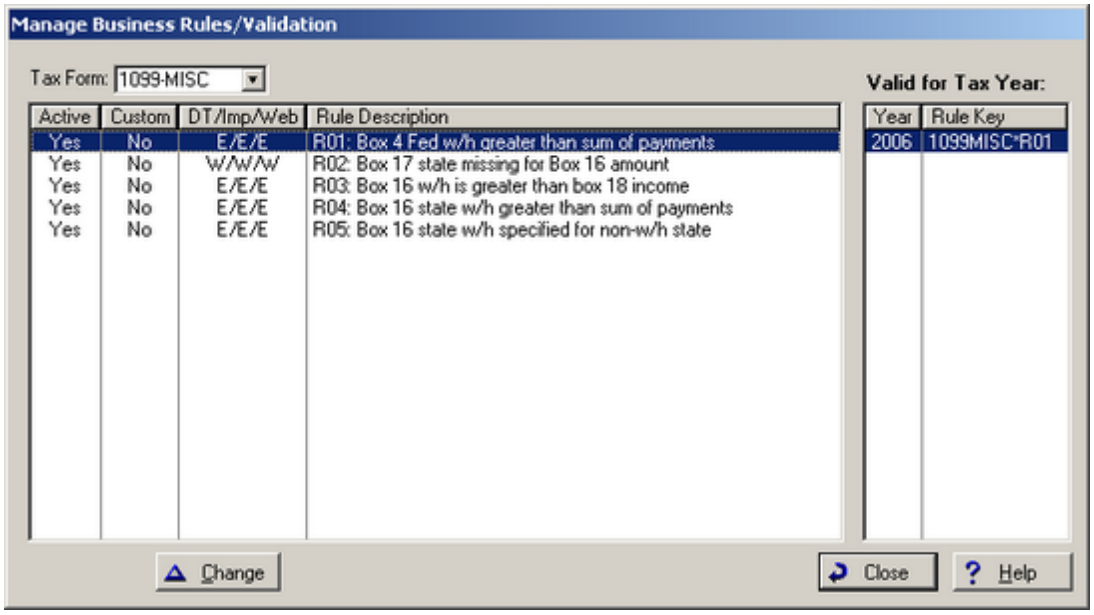
1099 Pro E/SQL software allows you to create and manage tax form validation rules. These rules are used for detecting errors and/or warnings on tax forms. Items such as invalid TINs, invalid zip codes, and the rules that govern how boxes should be filled out. The software does come with a basic set of rules built-in, but this new feature will allow you to create your own validation rules at any time.

1. To view, change or delete tax for validation rules, click on "**File**" from the top menu and then select "**Security and Administration**".
2. At the Global Administrative Options window, click on the "**Business Rules**" button on the left pane.
3. Now click on the **"Tax Form Validation for Import and Entry**" button.


1099 Pro Program Administration
Global Administrative Options (all Filers)
Click on a button to view or change those options
Security Groups
Audit Trails & Logging
Combining Tax Forms
Business Rules
Reporting Thresholds
Optional Fields
Business Rules and Options
Overall Program Options and Settings
Preference, Update and Program options
Tax Form Validation for Import and Entry
Task Specific Options and Settings
Tax Form Print Codes & Custom Messages
Form Specific Rules and Settings
Close
Help

4. The **Manage business Rules/Validation** screen summarizes the rules for a particular form and indicates if the rule is active, where the rule is active and the severity.


Manage Business Rules/Validation
Tax Form: 1099-MISC
Valid for Tax Year:
Active Custom DT/Imp/Web Rule Description
Yes No E/E/E R01: Box 4 Fed w/h greater than sum of payments
Yes No W/W/W R02: Box 17 state missing for Box 16 amount
Yes No E/E/E R03: Box 16 w/h is greater than box 18 income
Yes No E/E/E R04: Box 16 state w/h greater than sum of payments
Yes No E/E/E R05: Box 16 state w/h specified for non-w/h state
Year Rule Key
2006 1099MISC*R01
Change
Close
Help

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5. The "DT.Imp/Web" column determines where the validation rule is applied. "DT" applies the rules to a manual data entry, "Imp" to imports and "Web" refers to users on the web/internet module. There are also three levels of error message severity. "W" is a warning, which is a non fatal problem with your form. "E" is an error which may be a fatal problem with the form and "R" is a reject which will not allow the form to be saved or imported at all. You can also define "OK" which will allow the form to be saved without warning or you can use the "Default" option, which will use the systems default rules to evaluate the form.
6. If you wish to deactivate a rule where you may wish to activate it later simply uncheck the Rule is active/applied box as shown below.

Editing Rules
To edit an existing rule, click on a rule in the **Manage Business Rules/Validation** window and the click on the "**Change**" button.

- The **Rule Will Be Changed** window allows you to turn a particular rule on or off at anytime. To turn off a rule, remove the check from the "Rule is active/applied" checkbox and then click the "**Save**" button.
- You can also override the default messages using the "Customize/override the default messages" box.
  - Use the drop down menus to the right of "Manual Entry Severity", "Import Severity" and "Web Entry" to set the warning/error severity level to either "Use Default", "OK", "Warning", "Error", or "Reject".
  - You can also add a short error message that will be displayed when reocrds with this forms particular rules are broken. If needed you may add a longer error message in the "Full error message" text box.
  - Lastly, you may suggest a fix for your form error by typing it in the "Suggestion how to fix" box.
- When you have finished configuring your rule, click on the "**Save**" button to save your changes and return to the **Manage Business Rules/Validation** window.

11.3.3 1099 Module Preferences

1099 Module Preferences

Here we will explain what the preferences are for the various tabs contained within the "**1099/98/5498/W-2G/ Preferences/Options**" area in the 1099Pro Corporate Suite software.

11.3.3.1 Global

Global Tab:

Options that apply to ALL users.

Require A full name and address before a form can be saved: Checking off this option will require a full name and address to be entered when manually creating a record.

Auto capitalize names, addresses & localities during manual entry: This will automatically place everything that was manually entered for a record in an upper-case format when the text entry has been completed.

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Hide the optional form Category field on data entry forms: Checking this box hide the areas "**Source**" and "**Category**" on records when manually entering forms.

Note: These fields are only used as a means of organizing data for searches.

Remind me not to print the Red Copy A until February:

Backing Up Your Data Files

Creating backup copies of your data files should be performed by your network and/or your network Administrators on a regular basis.

Global Date Range Checking

Warn if dates entered on forms are outside of this range: Enabling this option will cause the program to give a warning if an accounting date is entered that goes outside the specified date range entered.

(**Note**: The options for "**Date is before**" and "**or after**" will only apply if the "**Warn if dates entered on forms are outside of this range**" option is turned on.)

Date is before: If the date, or prior, entered at the time of record entry, is before the date entered in this box, the user will receive a warning.

or after: If the date, or after, entered at the time of record entry, is before the date entered in this box, the user will receive a warning.

Form Options

Do NOT Allow: Choosing this option will disable the ability to enter forms with an accounting date on or after 1/1/2011.

Allow Now: This will allow users the ability to enter forms with an accounting date on or after 1/1/2011.

Not until Jan 1st, 2011: (Default) Choosing this option will only allow user to enter forms with an accounting date on or after 1/1/2011.

Special Features

Activate Extended Casino W-2G/1042-S options: Turning on this option will enable

W2G

- Add an additional cash field in Box 1 (Gross winnings)
- Add the ability to set withholding as a percentage in box 2 (Federal income tax withheld)

(**Note**:Either Federal: 25% State 5%, or Federal: 10%, State 2%)

- A drop down box for boxes 11 (First I.D.) and 12 (Second I.D.)

(**Note**: The ID's used in these boxes can be defined under, "**Security and administration**" then "**Business Rules**", "**Manage Data Entry Code Lists & Options**" then click on the "**Code Type to view/ update**" of "**Recipient I.D. Types**", with that option selected, you will have click on "**Add**" to add

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optional groups/people to the box 11 or 12 drop down lists.)

1042-S

Suppress No TIN Message: Turning on this option will suppress the warning given if a form is entered and there is no TIN number assigned to the form at that time.

Filter the CSR list by Filer is Security is on:

11.3.3.2 Local

Local Tab:

Recipient Address ZIP Code/City Options

Convert City to UPPER case during manual entry ZIP lookups: Clicking this check box will cause the program to automatically convert the City to all upper case characters when using the softwares build in zip code to city matching utility.

Always convert Recipient City to UPPER case during printing: When printing records from the Corporate Suite software, or ASP interface, the City name will always print in upper case, regardless of what is viewed in the Browse, Enter and Edit screen.

Local Options*

Automatically reselect the last Filer at program start: (Default On) Turning on this option will automatically start the user viewing the filer information that they were viewing when they exited the software.

Show a reminder when using 'Add Recipient": Turning on this option will enable a warning that states:

"**Tip: In order to reduce typing and save time, recipients are normally added to 1099 Pro as part of the process of creating their 1099 forms. You do NOT need to add a recipient here before creating a tax form for them. Do you still want to add a new recipient/employee right now?**"
Whenever you add a recipient in the "**Recipient**" section.

(**Note**: You will also be given the option to disable this message, at the time this message is displayed.)

Show a reminder that First Name is discarded for EIN/Company:

Note: These options can be set/changed by the user on each workstation. Your choices here will provide the default.

11.3.3.3 Limits

Limits Tab:

This area will allow you to set the accounting day limit entries on records, so if you enter a specific date in these areas, users will receive a warning that they cannot save the record because it goes beyond that date.

There are two different areas where dates may be entered, the Transaction/Accounting Date Cutoff, and the Open Window Cutoff Date (**WEB/ASP data entry only**) which is extremely useful because representatives that

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are only allowed to interface with the program using the internet browser, can have different limits for record creation, allowing for a method of administration.

Note: If the "**Accounting Date Cutoff Date**" or "**Open Window Cutoff Date**" are left blank, the accounting date will not be enforced, and no warning will be issued, regardless of the accounting date entered at the time of the records entry.

11.3.3.4 Checking For Updates

Checking for Updates

This area will assist you in the methods that the 1099 Pro program uses to check for updates. Updates will help to make sure that the program abides by the latest rules and regulations set forth by the IRS/ SSA.

Ask for confirmation every time before checking (Default on): leaving this option on will cause the program to prompt you whenever it would like to connect to the internet in order to check for updates, if you uncheck this box, the program will connect to the internet in order to download updates without asking permission to do so.

(**Note**: Uncheck this only if your internet connection is "**Always on**")

(**Note**: If a update is available, you will still be prompted before installation begins, regardless of the status of this box.)

How often the program should check for updates

- **Automatic Adjustments** (Recommended): The program will check for updates occasionally during the summer, more frequently as tax season approaches, and, finally, everyday at the height of tax season.
- **Specified Interval (1 - 45 days) Throughout the year**: You can adjust the number of days in between when the program will check for updates.
- **Manual checking only**: Choosing this option, you will need to manually inform the program to check for updates under "**Help**" and then "**Check for 1099 Pro updates**".

(**Note**: You will also see an indicator at the bottom of the screen that indicates the last time a check was performed for an updated version of the software.)

11.3.3.5 Update Options

Update Options:

Change Recipient Address on Filed Forms (ASP Only)

- **Create correction**: Choosing this option will allow users to allow representatives using the ASP interface to adjust the address on accounts after the form has been saved, and then filed.
- **Update Address for Filed Forms without creating correction**: Choosing this option will allow representatives using the ASP interface to alter a records recipient information, that has been filed, without creating a correction.

Refile Forms already filed to a State:

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- **Forms can not be re-filed to a state**: When a E-File has been generated for the State, it will not be sent to the State via the CFS (**C**ombined **F**ederal & **S**tate filing program) if that option is selected in the Federal E-File creation.

- **Enable option to file form already filed to a State**: If a record has been submitted using the State Subset E-File creation utility it will not then be submitted to the State again if the **CFS** (**C**ombined **F**ederal & **S**tate filing program) is checked during the Federal E-File file creation process.

Change of Status from Quick Print (ASP Only)

- **Disallow status changes from Quick Print**: Regardless of what copies are printed using the quick print tool, the status of the form will not change.
- **Allow Quick Print status chances, option will not be checked**:
- **Allow Quick Print status changes. option will be checked**:

Restrict Creation of Filed Wrong Form Corrections:

No Restrictions: Anyone who has access to create corrections will have the ability to choose the filed wrong form option when a record will have its information manipulated.

Restrict for ASP only: Representatives that use the ASP interface will not be able to choose the option "**Filed Wrong Form**" when manipulating a filed Record.

Restrict for ASP and CS: Users in general will not have the option to choose the "**Filed Wrong Form**" option when choosing to alter a filed form.

Restrict Form 1099-LTC Box 5: This area will give you the option of what information is displayed when a 1099-LTC is printed out.
(**Note**: Box 5 indicates a Chronically Ill or Terminally Ill status).

Use Box 5 information for printing/filing: Information entered in box 5 of the 1099-LTC will be printed for all copies and included in electronic filing.

Suppress Box 5 for printing and filing: This option suppresses printing or reporting via electronic filing information entered in box 5 of the 1099-LTC

Options for allowing "Processing Restrictions" to be used with Tax Forms

(**Note**: These restrictive actions are allowed by default. Enabling them to disallow use).

Restrict "Do Not Print" option: Checking this box will disable a representatives ability to check the "**Do not print**" box in the ASP interface and Corporate Suite software.

Restrict "Do Not File" option: Checking this box will disable a representatives ability to check the "**Do Not File**" box in the ASP interface and Corporate Suite software.

Restrict "Do Not Merge" option: Checking this box will disable a representatives ability to check the "**Do Not Merge**" box in the ASP interface and Corporate Suite software.

Restrict "User Hold" option: Checking this box will disable a representatives ability to click the "**Hold**" button on

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a form in the ASP interface and Corporate Suite software.

Specify the max number of records that will be return by Search engine in ASP: In this area you can determine how man records will be returned when a search is initiated using the "**Form lookup**" utility within the ASP interface, limiting this number can significantly reduce the amount of time that is used to search the database when a search criteria that is vague is used.

(Note: If no number is set, it will default to returning 100 records.)

11.3.3.6 RCP Options

RCP (Recipient) Options

This area will allow you what rules apply to recipient information as it is entered into the system manually, or if it is imported into the software via the import utility.

Recipient Select options:

(**Note**: The following list applies only if you have an existing list of recipients within the software.)

Select from Recipient list: (Default) Choosing this option will allow people who are manually entering a record to pull information from the recipient list into the form.

Select Recipients from forms (ASP Only): Choosing this option will only allow people using the ASP interface to pull information from the recipients list when manually entering a record.

Select Recipients from Forms (Corporate Suite and ASP only): Choosing this option will not allow people using the Corporate Suite software, or ASP interface to pull information from the already existing recipients database.

Force Recipients as New

Do not force Recipients as new: Choosing this option will cause the software to ask the user who is entering recipient information if they would like to update users and forms already in the recipient database.

(Note: The above option applies on both manual entry and import.)

All Recipients on import or manual entry are forces as new/unique: Choosing this option will create a new entry in the recipient database for every recipients information entered into the software.

(Note: The above option applies on both manual entry and import.)

Disable Recipient List: Choosing this option will disable the storing of recipients information altogether, and information will not be available to users manually entering forms, or importing them into the software.

The following applies to the 1099 Pro Corporate Suite/ASP interface only.

(**Note**: If you have the recipients list disabled during an import, the records that were imported will not be combined with future transactional imports. This is because there is no record kept of the transaction

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being linked to a specific recipient when the "**Recipient list**" has been disabled.)

Bypass Recipient Compare process

Compare Tax Form date to Recipient record on entry and offer updates: When importing or manually entering recipient information, the software will prompt if this is newer information than the information currently stored in the recipient database.

Bypass Recipient Compare process for ASP only: When manually entering recipient information into the Corporate Suite software, the software will prompt if this is newer information than the information currently stored in the recipient database.

Bypass Recipient Compare process for ASP and CS: You will not be prompted when entering recipient information if this is newer information than the information stored in the recipient database in either the Corporate Suite software or the ASP interface.

Bypass Recipient cascade process

Recipient Cascade process depends on Recipient Compare settings. If Bypass Recipient Compare is turned on then no cascades can take place regardless of the setting for Bypass Recipient Cascade.

Allow cascade: (Default) This option will allow changed in recipient information to take place across multiple filer, and different take forms, so that if there are multiple form types for one filer, you will not have to adjust them all.

(**Note**: This does not effect forms that have a status other than "**Pending**".)

Restrict to current Filer only: This option will allow changes in a recipients information to adjust multiple form types at the same time, but will not allow adjustments across multiple Filers.

Disable Cascade: This will disable the ability for adjusted recipient information to be spread across multiple form types, and filers, all together.

Error Level if missing Address Line 1 and 2

No Error: (Default) Turning on this option will disable the warning message if there is a missing Address line 1 or 2 for recipient information entered manually or via import.

Warning: Turning on this option will give a warning message with a status of "**Warning**" when entering recipient information that is missing a Address line 1 or 2 for recipient information either manually or via import.

(**Note**: The error message of warning will not prevent the tax form from being save, or from being brought into the software without prompt.)

Error: Turning on this option will give a warning message with the status of "**Error**" when entering recipient information that is missing a Address line 1 or 2 for recipient information either manually or via import.

(**Note**: The warning status of "**Error"** is more severe than the status of warning, but is still capable of being brought into the software.)

Reject: Turning on this option will give a warning message with the status of "Reject" when entering

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recipient information that is missing a Address line 1 or 2 for recipient information either manually or via import.

(**Note**: The warning status of "**Reject**" is the most severe message, and records with the status of reject will **not** be allowed to be saved in the system.)

Error Level if for SWT (State Withholding Tax) for non-taxing states

This is the error warning that a user will see if they enter information for State Withholding Tax for a non-taxing state, this will be via the Corporate Suite software or the ASP interface, weather entered manually or imported into the software.

No Error: (Default) Choosing this option will not attribute an error message to forms that are entered with State Withholding Tax on non-taxing States.

Warning: Choosing this option will attribute an error message of "**Warning"**' to forms that are entered with State Withholding Tax on non-taxing States

(**Note**: The error message of warning will not prevent the tax form from being save, or from being brought into the software without prompt.)

Error: Choosing this option will attribute an error message of "**Error"**' to forms that are entered with State Withholding Tax on non-taxing States

(**Note**: The warning status of "**Error"** is more severe than the status of warning, but is still capable of being brought into the software.)

Reject: Choosing this option will attribute an error message of "**Reject**" to forms that are entered with State Withholding Tax on non-taxing States

(**Note**: The warning status of "**Reject**" is the most severe message, and records with the status of reject will **not** be allowed to be saved in the system.)

11.3.3.7 1099 Corporate Suite and Professional/Enterprise comparison

1099 Corporate Suite and Professional/Enterprise comparison

Below is a chart comparing the adjustable preference items in the 1099 Pro Corporate Suite and Professional/Enterprise editions, if you have any more questions regarding the 1099 Pro Corporate suite, or Professional/Enterprise editions, please contact us at.

Phone: (888) 776-1099
Email: CS@1099pro.com

1099/98/5498/W-2G/Preferences/options	
CS	Pro/Ent
Global (Tab name)	General (Tab Name)
Options that apply to all users	Require a full name and address before a form can be saved

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Require a full name and address before a form can be saved.	Auto capitalize names, addresses & localities during manual entry
Auto capitalize names, addresses & localities during manual entry	Hide the optional form Category field on data entry forms
Hide the optional form category field on data entry forms	Remind me not to print red copy A until February
Remind me not to print red copy A until February	
Backing up your data files	Backing up your data files
Creating backup files of your data files should be performed by your network and/or database administrator on a daily basis	Remind me to back up every _ days (Set days to zero to backup every time you exit the program)
Global date range checking	Global date range checking
Warn if dates entered on forms are outside this date range	Warn if dates entered on forms are outside this range
Date is before	
Or after	Options for MANUALLY deleted forms
	Allow previously deleted forms to be visible on tax form browses
<%NEXTYEAR%> form options	Allow users to undelete previously deleted tax forms
Do not allow	
Allow Now	General (More) (Tab Name)
Not until Jan 1st <%NEXTYEAR%>	Recipient Address ZIP code/city options
	Convert City to UPPER case during manual entry ZIP lookups
Options for manually deleted tax forms	Always convert Recipient City to upper case during printing
Allow previously deleted forms to be visible on tax form browses	
Allow users to undelete previously deleted tax forms	Other Options
	Automatically reselect the last filer at program start
Special features	Show a reminder when using "Add Recipient"
Active extended casino w-2g/1042-S options	Show a reminder that First Name is discarded for EIN/Company
Suppress no TIN message	

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File the CSR list by Filer if Security is on (only applies if recipient table links are disabled)	
Local (Tab Name)	
Recipient address zip code/city options	
Convert City to UPPER case during manual entry ZIP lookups	
Always convert Recipient City to upper case during printing	
Local options	
Automatically reselect the last filer at program start	
Show a reminder when using 'add recipient'	
* These options can be set/changed by the user on each workstation. Your choices here will provide the default.	
Checking for updates (Tab Name)	Checking for updates (Tab Name)
These options help ensure that you have the most up to date version, including any last minute chances to the IRS/SSA	These options help ensure that you have the most up to date version, including any changes to the IRS/ SSA
Ask for confirmation every time before checking TIP: Uncheck this only if your internet connection is 'Always on'	Ask for confirmation every time before checking TIP: Uncheck this only if your internet connection is "Always on"
How often the program should check for updates	How often the program should check for updates
Automatic Adjustment (recommended)	Automatic Adjustment (recommended)
The program will check for updates occasionally during the summer, more frequently as tax season approaches, and every day at the height of tax season.	The program will check for updates occasionally during the summer, more frequently as tax season approaches, and every day at the height of tax season.
Specified interval (1-45 days) throughout the year checks will occur at the interval you set here.	Specified interval (1-45 days) throughout the year checks will occur at the interval you set here.
Manual checking only - you will need to use the menu options to check for all updates.	Manual checking only - you will need to use the menu options to check for all updates.
Limits (Tab Name)	

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Transaction/accounting date cutoff	
The accounting date cutoff is used to prevent users from creating or importing transactions beyond the current tax year or accounting quarter. If left blank, the restriction will not be enforced.	
Accounting date cutoff date:	
Enter the last date that transaction can be created or imported for.	
Open window cutoff date (Web/ASP data entry only)	
The open window cutoff date sets the starting date on which the web/asp module will not allow changes to certain federal and state withholding fields. If left blank, this restriction will not be enforced.	
Open Window cutoff date:	
Changes are not allowed from the specified date forward.	
Update Options (Tab Name)	
Change recipient address on filed forms (asp only)	
Create correction	
Update address for filed forms without creating correction	
Re-file forms already filed to a state	
Forms can not be refilled to a state	
Enable option to file form already filed to a state	
Change of status from quick print (ASP only)	
Disallow status change from quick print	
Allow quick print status changes, option will not be checked	
Allow quick print status changes, option will be checked	
Restrict Creation of Filed wrong form corrections	
No Restrictions	
Restricted for ASP only	
Restricted for ASP and CS	
Restrict form 1099LTC box 5	

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No restrictions for entry or print	
Suppress print of Box 5 for RCP copies	
Options for allowing "Processing Restrictions" to be used with tax forms	
These restrictive actions are allowed by default. Check a box to disallow use	
Disable the "do not print" option	
Disable the "Do not file" option	
Disable the "Do not merge" option	
Disable the "User hold" option	
Specify the maximum number of records that will be returned by the ASP search engine.	
If this number is zero, search will return up to 100 records.	
RCP Options	
Recipient Select Options	
Select from recipient list	
Select Recipient from Forms (ASP only)	
Select Recipient from Forms (ASP only and CS)	
Force recipient as new	
Do not force recipient as new	
All recipients on import or entry are forced as new/ unique	
Disable recipient list	
Bypass recipient compare process	
Compare tax form date to recipient record on entry and offer updates	
Bypass recipient compare process for ASP only	
Bypass recipient compare process for ASP and CS	
Bypass recipient cascade process	
recipient cascade process depends on recipient compare settings. If bypass recipient compare is turned on then no cascades can take place regardless of the setting for bypass recipient cascade.	
Allow cascade	
Restrict to current filer only	
Disable cascade	

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Error level if missing address line 1 and 2	
No error	
Warning	
Error	
Reject	
Error level if for SWT and non-taxing states	
No error	
Warning	
Error	
Reject	

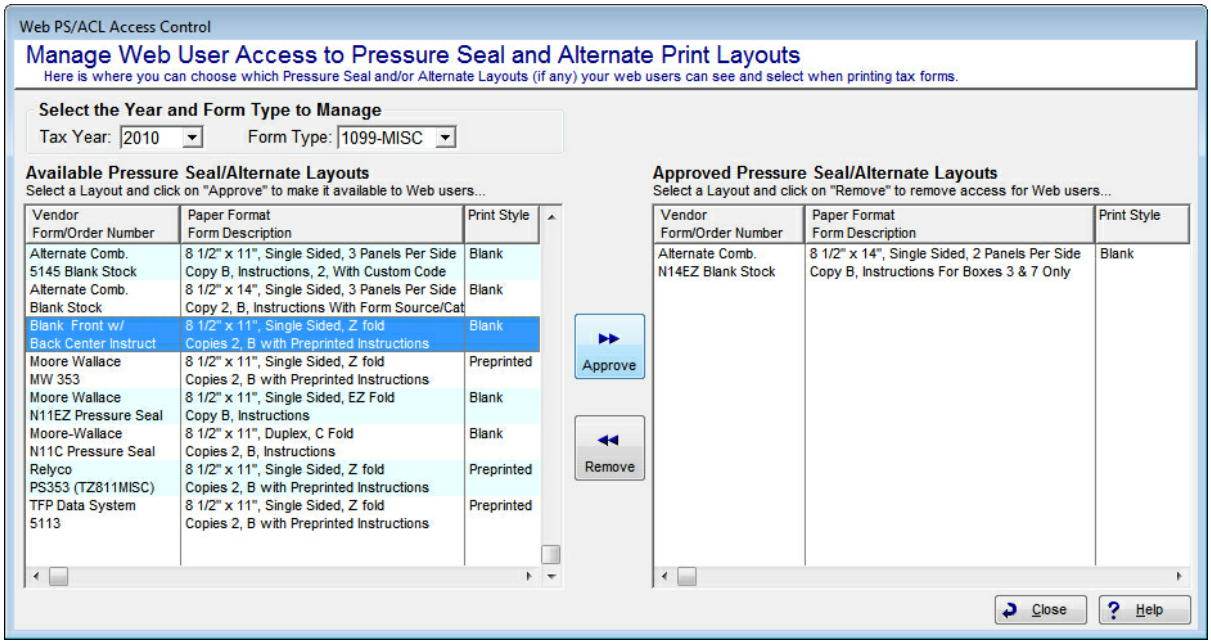
11.3.4 Manage PS/ACL Access Control (CS version only)

Manage Pressure Seal and Alternate Layout for 1099 Pro.NET

Using this screen in the Corporate Suite you can manage the alternate print layout's or pressure seal forms that are available to users of the 1099 Pro.NET (ASP) module.

In order to make alternate layout's available simply select your tax year and form type then use the approve button to select the layouts you want available in the 1099 Pro .NET module.

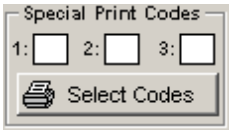
In the example below the N14EZ Blank Stock for 1099-Misc (Pressure Seal) layout is available to 1099 Pro.NET users.


Web PS/ACL Access Control
Manage Web User Access to Pressure Seal and Alternate Print Layouts
Here is where you can choose which Pressure Seal and/or Alternate Layouts (if any) your web users can see and select when printing tax forms.
Select the Year and Form Type to Manage
Tax Year: 2010
Form Type: 1099-MISC
Available Pressure Seal/Alternate Layouts
Select a Layout and click on "Approve" to make it available to Web users...
Vendor Form/Order Number
Paper Format Form Description
Print Style
Alternate Comb. 5145 Blank Stock
8 1/2" x 11", Single Sided, 3 Panels Per Side Copy B, Instructions, 2, With Custom Code
Blank
Alternate Comb. Blank Stock
8 1/2" x 14", Single Sided, 3 Panels Per Side Copy 2, B, Instructions With Form Source/Cat
Blank
Blank Front w/ Back Center Instruct
8 1/2" x 11", Single Sided, Z fold Copies 2, B with Preprinted Instructions
Blank
Moore Wallace MW 353
8 1/2" x 11", Single Sided, Z fold Copies 2, B with Preprinted Instructions
Preprinted
Moore Wallace N11EZ Pressure Seal
8 1/2" x 11", Single Sided, EZ Fold Copy B, Instructions
Blank
Moore-Wallace N11C Pressure Seal
8 1/2" x 11", Duplex, C Fold Copies 2, B, Instructions
Blank
Relyco PS353 (TZ811MISC)
8 1/2" x 11", Single Sided, Z fold Copies 2, B with Preprinted Instructions
Preprinted
TFP Data System 5113
8 1/2" x 11", Single Sided, Z fold Copies 2, B with Preprinted Instructions
Preprinted
Approve
Remove
Approved Pressure Seal/Alternate Layouts
Select a Layout and click on "Remove" to remove access for Web users...
Vendor Form/Order Number
Paper Format Form Description
Print Style
Alternate Comb. N14EZ Blank Stock
8 1/2" x 14", Single Sided, 2 Panels Per Side Copy B, Instructions For Boxes 3 & 7 Only
Blank
Close
Help

11.3.5 Tax Form Print Codes & Custom Messages

Tax Form Print Codes & Custom Messages (Corporate Suite Only).

Corporate Suite allows you to create custom print codes that will be applied to your forms at the time of printing. Print Codes allow for the insertion of a print message on the Blank Stock/Combined print out. The message can be the Duplication of a field of data on the record or it can be a static message of up to 39 characters. Up to 3 print codes can be imported or added manually at an individual tax form. Click on the "**Select Codes**" button to expose the codes that have been set up for use with any Filer/PTIN.

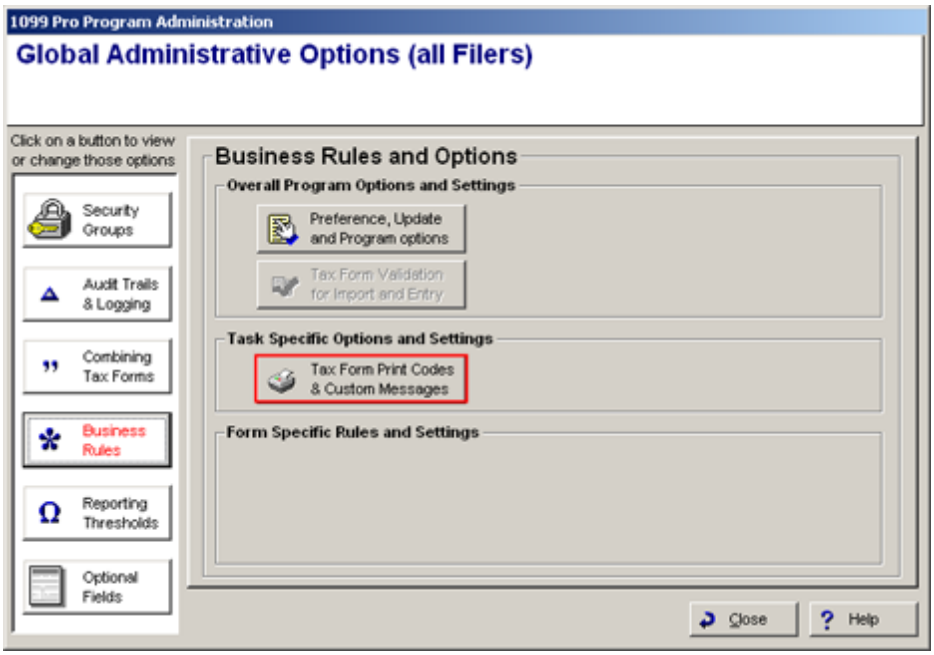


(Select print codes from the "Special Print Codes" box on the form entry screen).

Please click here for further information on applying print codes

To configure Tax Form Print Codes & Custom Messages, please use the following steps:

1. From the file menu, select "**Security and Administration**".
2. From the "**Global Administrative Options**" window, select "**Business Rules**".
3. Under the "**Business Rules and Options**" pane, click on the "**Tax Form Print Codes & Custom Messages**" button.


1099 Pro Program Administration
Global Administrative Options (all Filers)
Click on a button to view or change those options
Security Groups
Audit Trails & Logging
Combining Tax Forms
Business Rules
Reporting Thresholds
Optional Fields
Business Rules and Options
Overall Program Options and Settings
Preference, Update and Program options
Tax Form Validation for Import and Entry
Task Specific Options and Settings
Tax Form Print Codes & Custom Messages
Form Specific Rules and Settings
Close
Help

4. The "**Browse Custom Print Codes**" window displays all of your current print codes as well as a brief summary of a selected print code.

   - To add a print code, click on the "**Add**" button.
   - To change an existing print code, select it and click on the "**Change**" button.
   - To delete a print code, select it form the list and then click on the "**Delete**" button.

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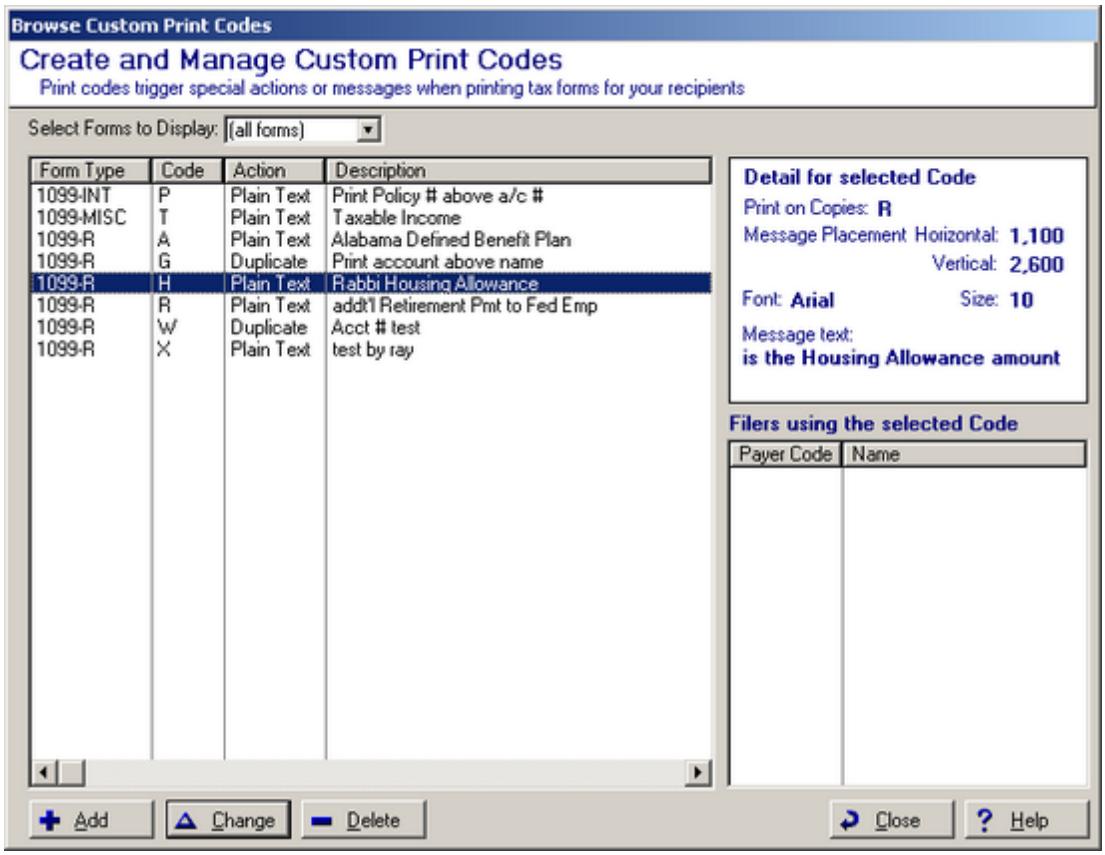
Browse Custom Print Codes
Create and Manage Custom Print Codes
Print codes trigger special actions or messages when printing tax forms for your recipients
Select Forms to Display: (all forms)
Form Type Code Action Description
1099-INT P Plain Text Print Policy # above a/c #
1099-MISC T Plain Text Taxable Income
1099-R A Plain Text Alabama Defined Benefit Plan
1099-R G Duplicate Print account above name
1099-R H Plain Text Rabbi Housing Allowance
1099-R R Plain Text addt'l Retirement Pmt to Fed Emp
1099-R W Duplicate Acct # test
1099-R X Plain Text test by ray
Detail for selected Code
Print on Copies: R
Message Placement Horizontal: 1,100
Vertical: 2,600
Font: Arial Size: 10
Message text:
is the Housing Allowance amount
Filers using the selected Code
Payer Code Name
Add
Change
Delete
Close
Help

5. When adding or changing a print code, you will be required to define the following information:

- **Message Form type** - The form type that this print code will be used for.
- **A message description** - A short description of your print code. You will see this when tagging the rules that will apply to your print job.
- **The message to be printed or the field you wish to duplicate** - Define a custom message or replicate Account Number or Filer Department fields.
- **Define the position of your print code on the form**.- This will define where your custom message will be printed on the tax form. Once you are done
- **The filers you wish to have access to the selected print code** - Define which Filers should have access to your print code.
  - There are two methods for selecting which filers have access to your print code. If you wish to grant all filers access to your print code, simply place a check in the "**All Filers**" check box on the bottom left corner.
  - You can also manually select which filers have access to your print code by clicking on the "**Select (tag) Specific Filers**" button. Clicking on this button will display the "**Browse the Filers File**" window which will display a complete list of all Filers currently in your system.
  - To select a filer, click on it (it will be highlighted afterward) and then click on the "**Tag**" button. You can also search for a specific PCode by typing it in the "**Search PCode**" box at

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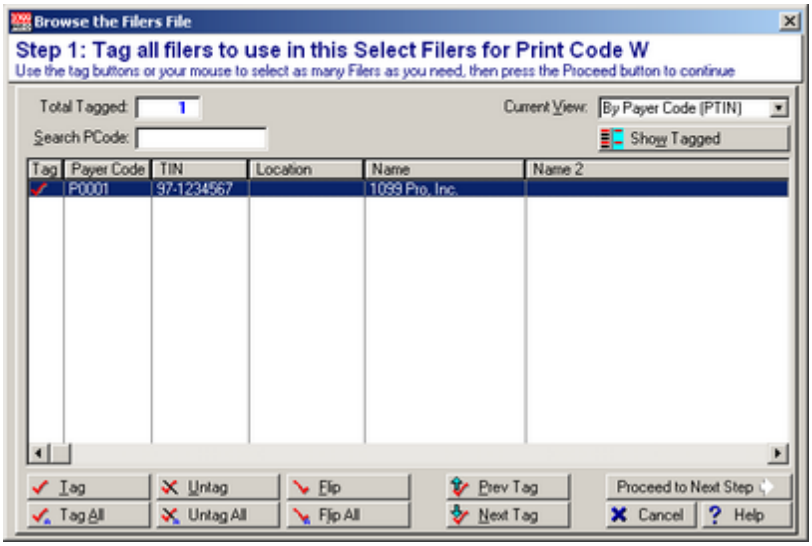
the top left corner. To change the sort order of the Filers list click on the drop down menu labled "**Current View**" at the top right corner. You can sort the Filers list by PTIN, Filer TIN or Company/Last Name.



- When you have finished selecting your Filers click on the "**Proceed to Next Step**" button to save your changes and return to the **Code/Message Will Be Created** window.

6. **Message will print on Copies**: This will allow you to input what forms will have your custom text printed on them, this will be determined by the alphanumeric character that you place within the box.

1: Placing a 1 in the text box will print your message on all "**Copy 1 For the State Dept**" forms.
2: Placing a 2 in the text box will print your message on all "**Copy 2 For the Recipient to File with State Tax Return**" forms.
B: Placing a B in the text box will print your message on all "**Copy B for Recipient**" forms.
C: Placing a C in the text box will print your message on all "**Copy C for payer Forms**" forms.
R: Placing a R in the text box will print your message on all "**Combined for Recipient (B/ Instructions/2)**" forms

Note: You can also combine the form type that this effects by placing multiple characters in the text box. **I.E**. 12C will place your message on all Copy 1 For the State Dept, Copy 2 For the Recipient to File with State Tax Returns and Copy C for payer Forms.
Note: Do not put spaces in-between the characters in order to have your custom message effect the maximum amount of forms.

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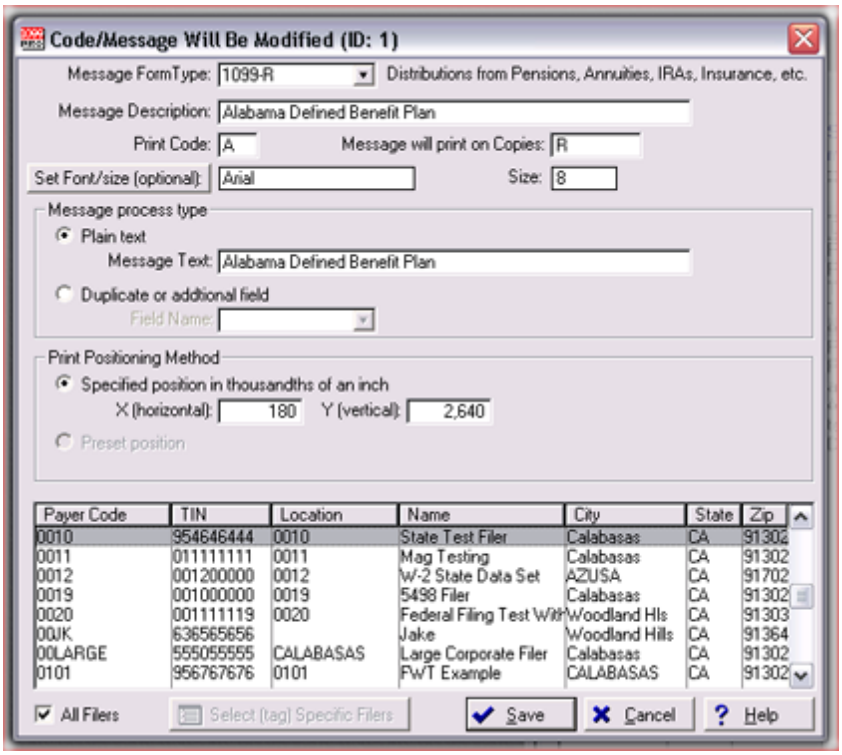
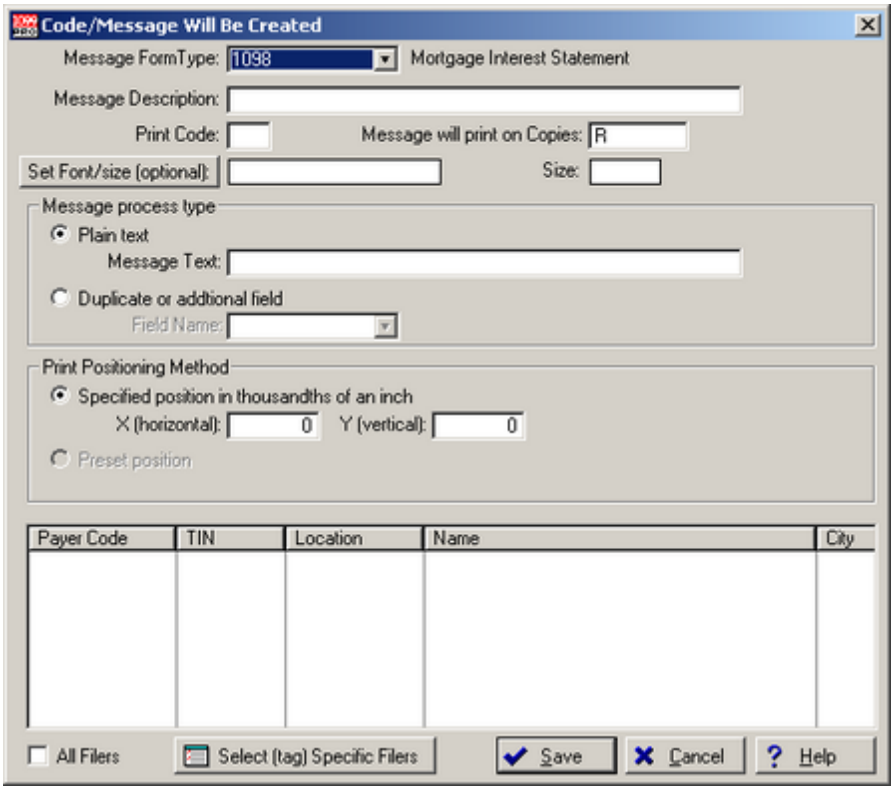

Code/Message Will Be Modified (ID: 1)
Message FormType: 1099-R
Distributions from Pensions, Annuities, IRAs, Insurance, etc.
Message Description: Alabama Defined Benefit Plan
Print Code: A
Message will print on Copies: R
Set Font/size (optional):
Arial
Size: 8
Message process type
Plain text
Message Text: Alabama Defined Benefit Plan
Duplicate or addtional field
Field Name:
Print Positioning Method
Specified position in thousandths of an inch
X (horizontal): 180
Y (vertical): 2,640
Preset position
Payer Code
TIN
Location
Name
City
State
Zip
0010 954646444 0010 State Test Filer Calabasas CA 91302
0011 011111111 0011 Mag Testing Calabasas CA 91302
0012 001200000 0012 W-2 State Data Set AZUSA CA 91702
0019 001000000 0019 5498 Filer Calabasas CA 91302
0020 001111119 0020 Federal Filing Test Wit Woodland Hls CA 91303
00JK 636565656 Jake Woodland Hills CA 91364
00LARGE 555055555 CALABASAS Large Corporate Filer Calabasas CA 91302
0101 956767676 0101 FWT Example CALABASAS CA 91302
All Filers
Select (tag) Specific Filers
Save
Cancel
Help

7. Once you have completed creating your print code, click on the "**Save**" button to save any changes and exit the print code creation screen. You may also click on the "**Cancel**" button to discard any changes and exit the screen.



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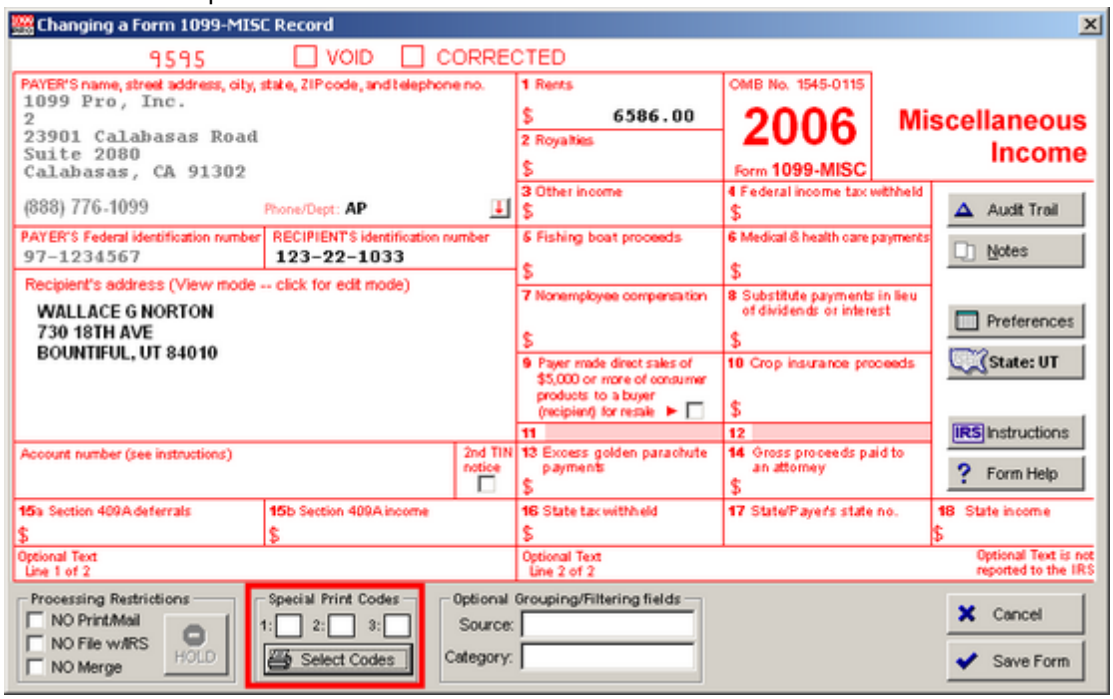
11.3.5.1 Using Print Codes (CS version only)

Using Print Codes (Corporate Suite Version Only)

In order to apply your custom print codes/messages when printing your forms, you will need to select up to 3 codes/messages at the form entry screen. Print codes can be applied to forms either manually, on a per form basis or during an import.

To apply a print code manually, please use the following steps:

1. Enter the "Browse, Enter & Edit" screen.
2. Select a form that is already in the system and click on the "**Change**" button or add a new form by clicking on the "Add" button.
3. Locate the **Special Print Codes** box at the bottom of the form entry window.
4. Enter the desired print code in one of the three boxes or click on the "**Select Codes**" button.



5. Clicking on the "**Special Print Codes**" button will display the **Select Print Message Codes for this form** window where you can select print codes to apply to your form. You can select a print code by clicking on it and then clicking on the "Tag" button. To disable a print code, click on the code and then click on the "**Untag**" button. You can also click on the "**Untag/Remove All**" button to disable all currently selected print codes. Once you have made your selections, click on the "**Save**" button to save your selections and return to your form.
6. You will now see that your selected print codes will be displayed in the three boxes underneath the **Special Print Codes** heading. These codes will now be applied when the form is printed.

11.4 Reporting Thresholds

11.4.1 Manage State CFS Limits and Settings

Manage State CFS Limits and Settings (Corporate Suite Only)

The View/Manage CFS Filing Thresholds screen will allow you to view the current rules for each state and tax years.

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On this screen you may also customize a rule to override the built in default's. We recommend that you review these changes with your financial advisor prior to customizing rules.

11.5 Check for Updates

Check for Updates

☑ This option requires a connection to the Internet. If you do not have an 'always on' connection, please be sure you are connected before initiating an update check.

Overview
This option uses the Internet to check the 1099 Pro, Inc. update servers for a newer version of this program. Instead of running the full Web Update procedure from your Windows Start->Programs menu, you can now quickly check for updates from within 1099 Pro, or even have the program automatically check for you. If there is a new version, a message will pop up to display the new version and a one line summary of what is included in the update.

To Check Manually
From the 1099 Pro "**Help**" menu, select the "**Check for updates to 1099 pro**" option. Follow the steps below to manually check for an update:

- Close the 1099 Pro software.
- Click on the "**Start menu"**, highlight "**Programs**", then find your 1099 Pro Professional or Enterprise item in the list and highlight it.
- In the menu for 1099 Pro, find the "**Check for Updates**" item and click on it to begin.
- Follow the prompts by clicking "**Next**" then select any "**Advanced**" options if needed, if not then click "**next"**. If there is a new version, a message will pop up to display the new version and a one line summary of what is included in the update. Download the update and allow the update to install. This process should begin automatically for you.
- After the process is finished, confirm that your version number of the software matches with the version number of the patch download by going to the "**Help**" menu and selecting "**About**".

If you continue to have problems downloading an update to the software it is possible you may have a firewall on your network or local machine preventing you from retrieving this update. Check with your Administrator or disable your firewall. As an alternative you may visit our host site at http://host.1099pro.com/ftp/product/ and search for the product by "year" and then by "product type" (either Pro or Enterprise), then search for the Web Update folder.

To Automate Checking
Options for automating the update checking process are set via the **Program Preferences**, which can be found on both the "**File**" menu and "**General Options**" tab on the left side of the 1099 Main Menu.

Notes
- If your installation of 1099 Pro has Security turned on, and you do not have Administrator level access, you will not be able to view or change the Update Checking options on the Program Preferences.
- If Security is not turned on and you are on a workstation, you will not be able to view or change the Update Checking options on the Program Preferences. They will need to be set from the Server install.
- Workstations cannot run the actual web update process -- they can only check for new versions.

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Once your Server has been updated, each workstation will automatically update itself the next time 1099 Pro is run on that machine.

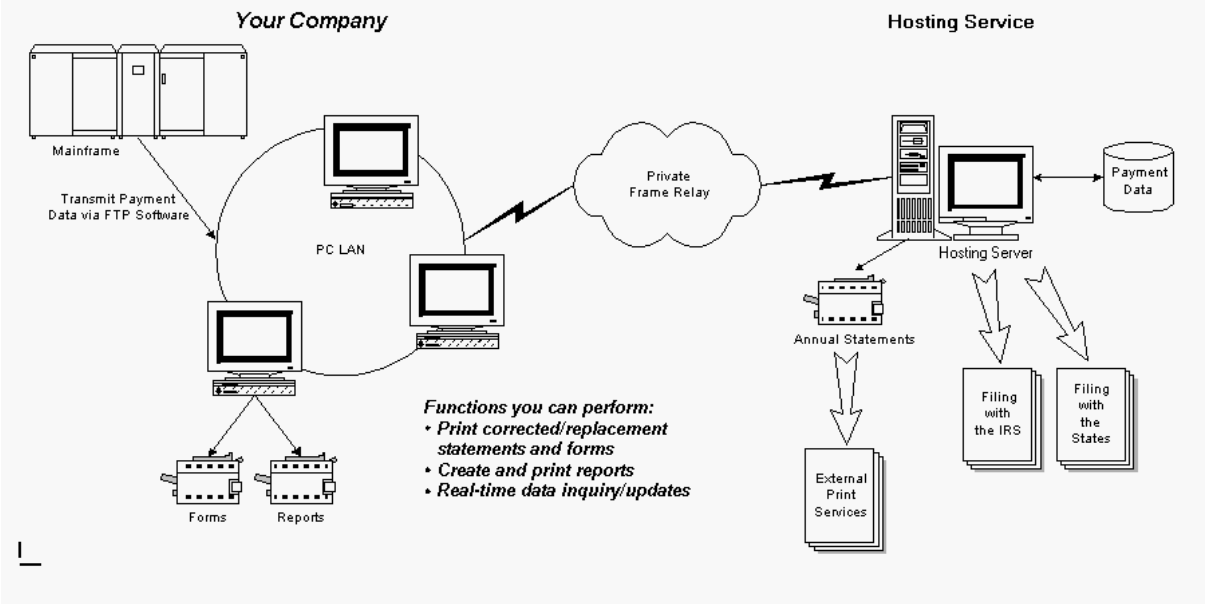
☑ You should always keep your 1099 Pro up to date to ensure that you have the latest features and fixes for any reported issues.

11.6 Hosted Solutions (CS version only)

Hosted Solutions (Corporate Suite version only)

Hosted Solutions Both Full Service & Limited Service hosting is available for 1099 Pro software thru ATSG. All hosting solutions include the application running at ATSG's secure facillities and your users access to the software via secure Internet connections.

See the diagram below which shows the relationship in how data is shared between both your company and our hosting provider, ATSG.



Full Service includes ATSG all aspects including Importing, error reports, Federal & State Filings, Corrections, ... ATSG's is the premier hosting solution with extensive experience in the Insurance, Banking, Oil & Gas and Financial Industries.

For more information visit our site at www.1099pro.com/servHosting.asp or contact:

Hosting Services
1099 Pro, Inc.
23901 Calabasas Road, Suite 2080

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Calabasas, CA 91302
Tel: (866) 444-3559
Fax: (818) 876-0202
E-Mail:* *Hosting Department

11.7 Installing

Installing

To install single-user* or Demo

1. Insert the CD-ROM into your computer's CD-ROM drive.
2. On your Windows desktop click the "**Start**" button and select "**Run**".
3. In the Open field, type **x:\setup.exe**, where **x** is the name of the CD-ROM drive and ***setup.exe*** is the name of the 1099 Pro® executable.
4. Click "**OK**" to start the setup program.
5. Follow the instructions provided by the setup program. If 1099 Pro® prior year data is detected on your system the Roll Forward Utility activates.

Virus Checkers

Disable virus checkers (e.g., Norton, McAfee, ViruScan, etc.) PRIOR to installation to avoid potential corruption. Random errors in 1099 Pro are typically due to installation of software while running a virus checker. After a successful installation, re-enable the virus checker.

***** See Multi-User/Network Installations

11.8 Logging in as a Different User

Logon as a Different User

If you are currently logged in with a user account in 1099 Pro, you may log off your existing user and log in as a different user without fully closing the software. Follow the steps below to log in as a different user:

IMPORTANT! You must first close all screens in 1099 Pro using the close button at the bottom right. "Logon as Different User" will only appear once you close all top level screens and you can see the following window in your 1099 Pro software.

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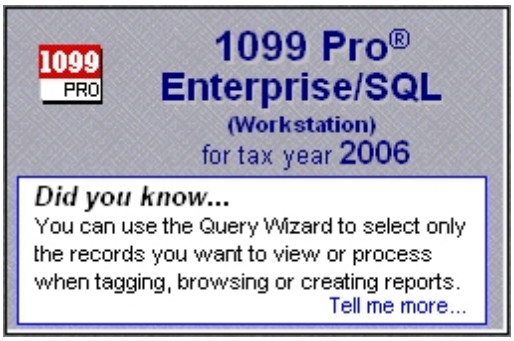
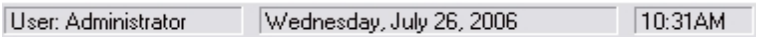

1099 Pro®
Enterprise/SQL
(Workstation)
for tax year 2006
Did you know...
You can use the Query Wizard to select only the records you want to view or process when tagging, browsing or creating reports.
Tell me more...

Steps to change your current logon account.

1. Click on "**File**" on the toolbar at the top in 1099 Pro.
2. Select "**Logon as Different User**"
3. When you are prompted with the 1099 Pro logon screen, type in your User ID and then your password.
4. Click "**OK"**.

Finally verify your login has changed by checking the user currently logged in in the **bottom right** corner of the screen.



11.9 Optional Fields

MISC Optional Field

The 1099-MISC optional amount field configuration box allows you to enable an extra field at the bottom of a 1099-MISC form.

- To enable the Optional Field, place a check in the checkbox labeled "**Allow use of 1099-MISC extra amount box**".
- Upon placing a check in the "**Allow use of 1099-MISC Amount Box**", the "**Enter a title for the box:** " will become available. Type the title for you optional amount field here.
- When you have finished configuring the optional amount field, click on the "**Apply Now**" button to save your changes.

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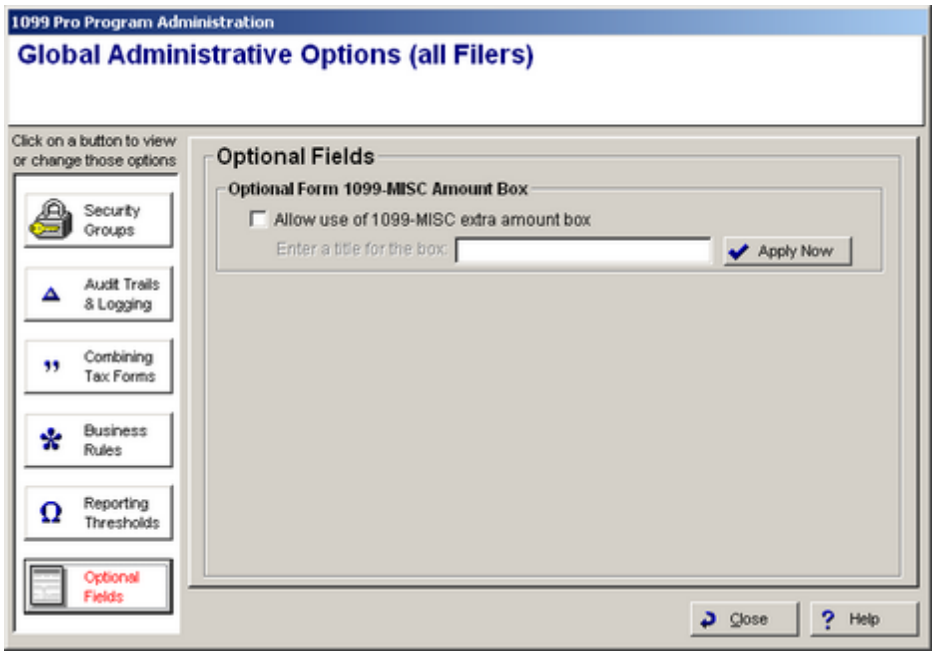
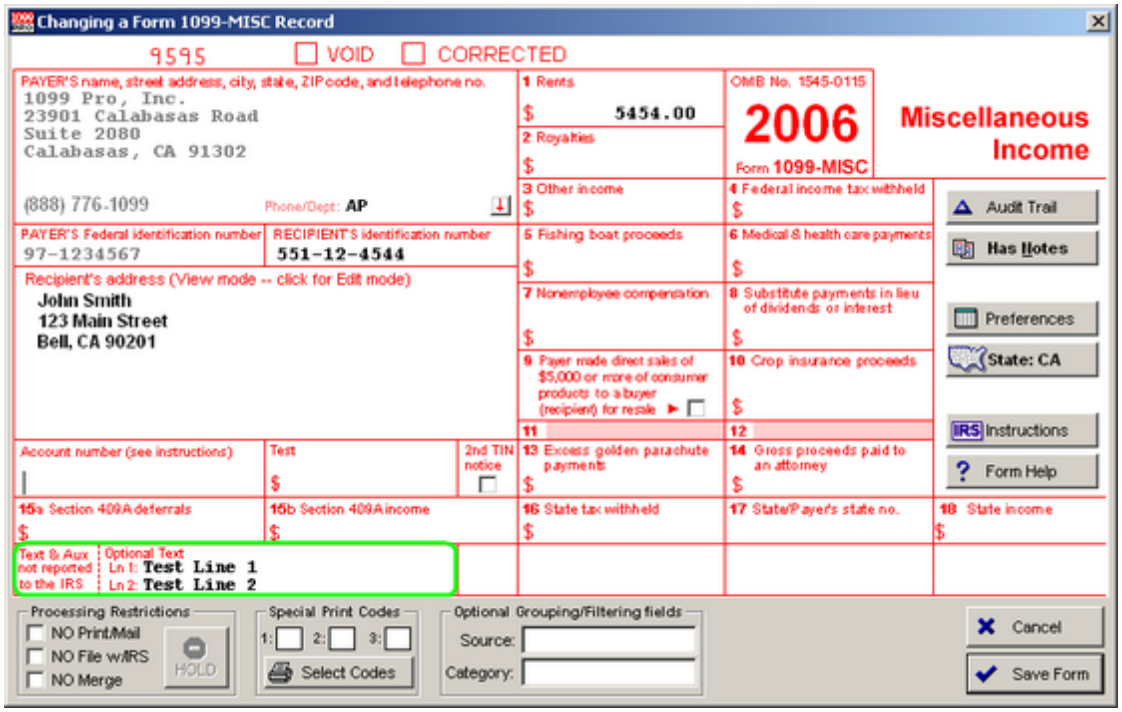


- When entering a form, you will now notice that the "**Optional Text**" box will be available.



11.10 Create and Manage Custom Codes (CS Version only)

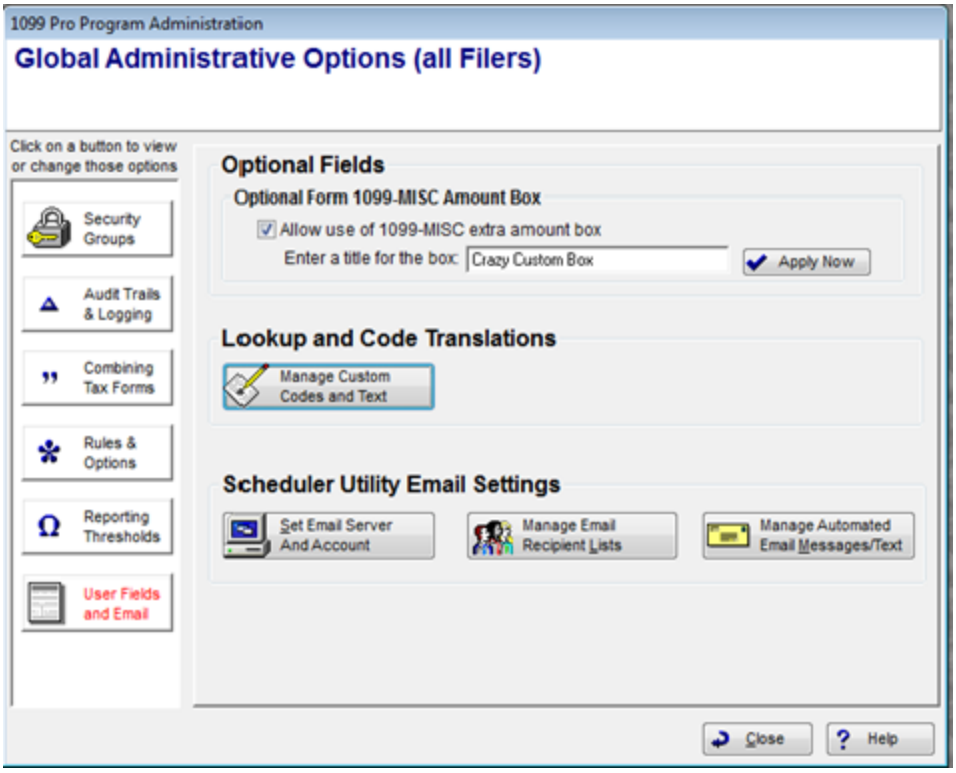
Create and Manage Custom Codes (Corporate Suite Only)

All tax forms now contain a '**Custom Code 1**' and '**Custom Code 2**'.

These fields can be imported and exporting containing a code of up to 5 characters. When printing

certain PS/ACL layouts this code translates to a string of up to 120 characters for recipient/combined printouts only.

The message that is printed can be assigned a custom font and size.



11.10.1 Update or Change Custom Code

Update or Change Custom Code

This screen is used to modify custom codes that are when printing certain PS/ACL layouts this code translates to a string of up to 120 characters for recipient/combined printouts only.

The message that is printed can be assigned a custom font and size.

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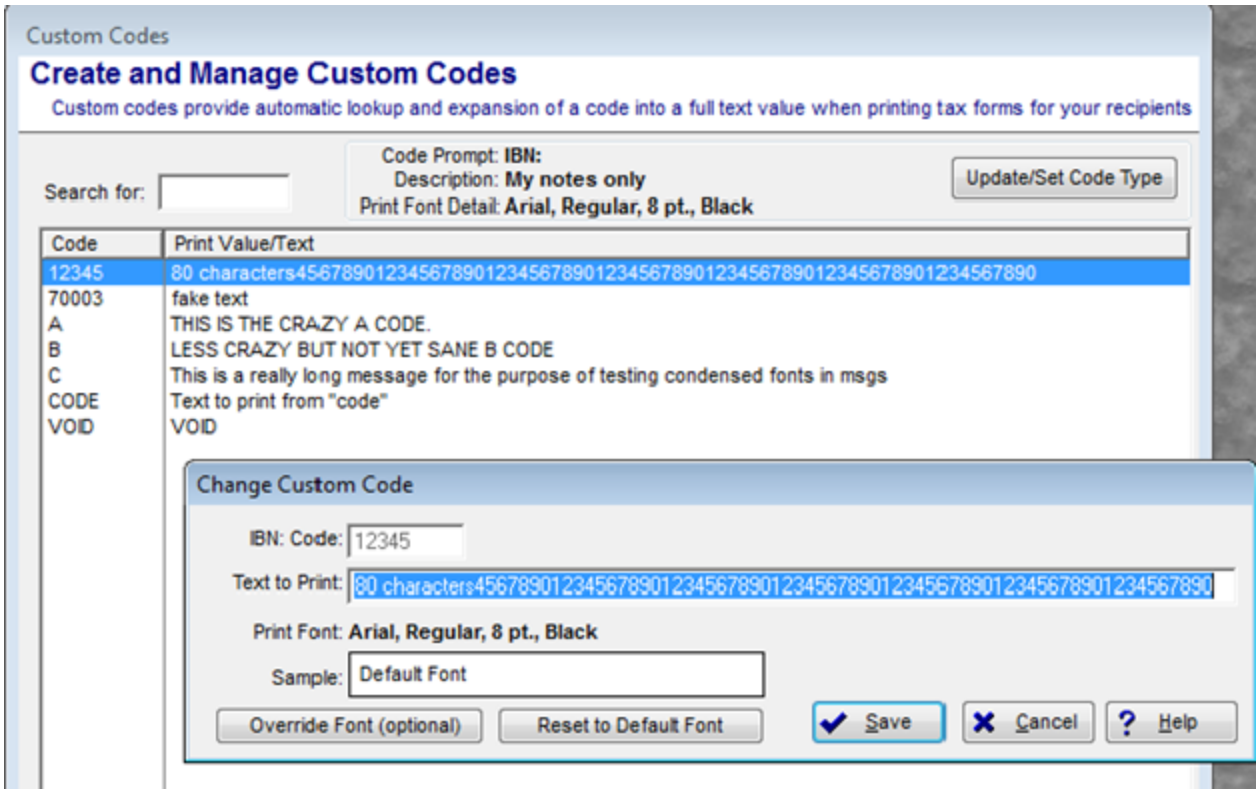

11.11 Reporting Thresholds

Reporting Thresholds and Options

Pro E/SQL (Corporate Suite) now provides the ability to manage the built in state reporting limits/ thresholds which are applied when generating a State Subset E-File file. Thresholds are used to determine which amounts should be reported and which should not. Typically these thresholds are set by each individual state and may vary.

Configuring Reporting Thresholds

To configure State Reporting Thresholds please use the following steps:

1. From under the "**File**" menu, select "**Security and Administration**".
2. From the left pane, click on the "**Reporting Thresholds**" button.

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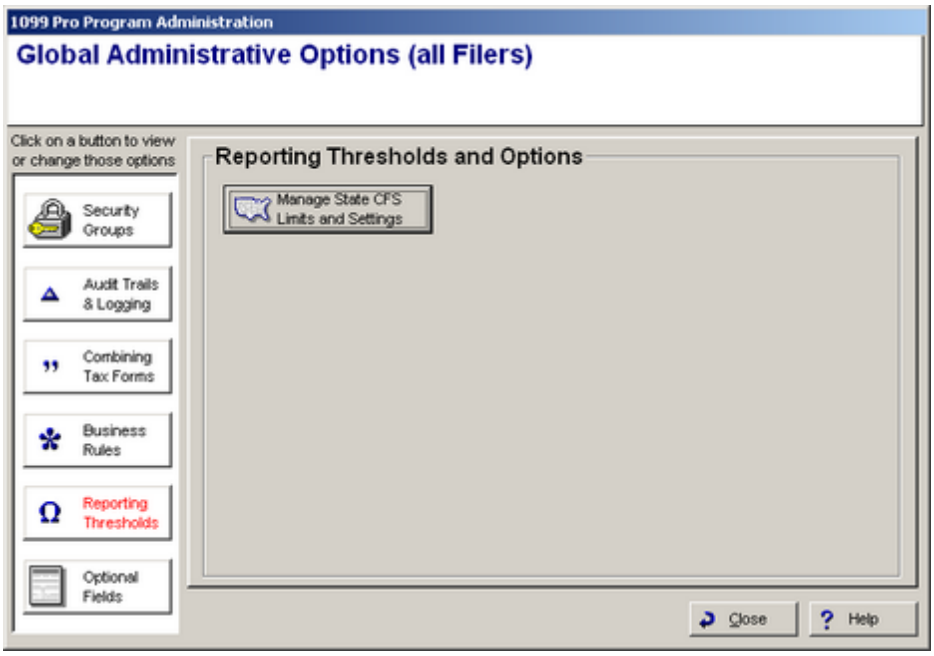
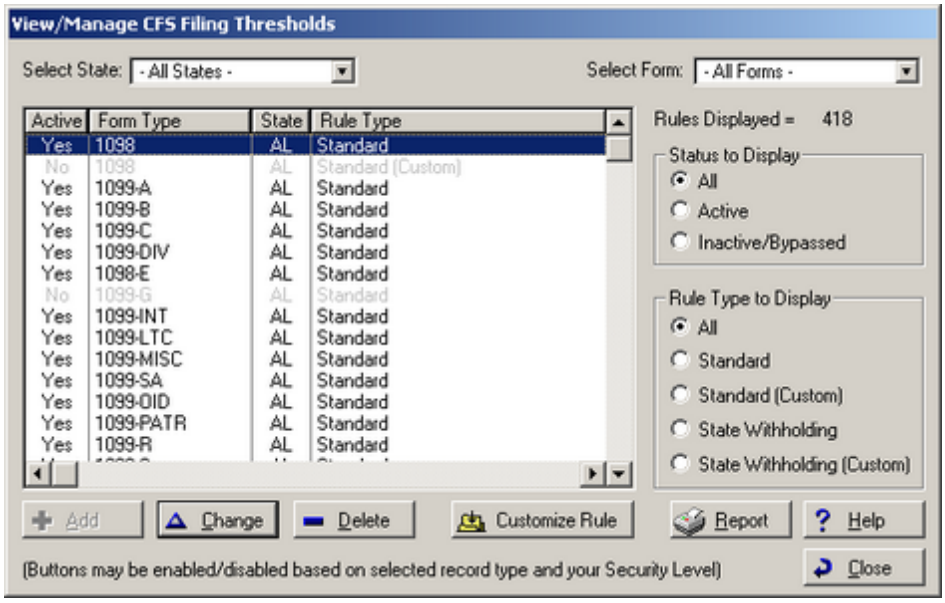


3. From the "**Reporting Thresholds and Options**" window, click on the "**Manage State CFS Limits and Settings**" button.
4. At the "**View/Manage CFS Filing Thresholds**" window you will see a list of all the current state thresholds for all states.



The View/Manage CFS Filing Thresholds window provides the following options:

- **Select State:** This drop down menu allows you to select which states you wish to view thresholds for.
- **Select Form:** This drop down menu allows you to to select which form type you wish to view thresholds for.
- **Add:** Allows you to create a new threshold rule.
- **Change:** Allows you to edit an existing threshold rule.
- **Delete:** Allows you to delete an existing threshold rule.
- **Customize Rule:** Allows you to customize a builtin threshold rule.
- **Report:** Allows you to generate a report of threshold rules based on your view selections (i.e.

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Select State, Select Form, etc).

- **Status to Display:** Allows you to select which rules are visible based on their status (i.e. active, inactive).
- **Rules Type to Display:** Allows you to select which rules are visible based on the type of rule (i. e. display All rules, Standard (builtin) rules, etc).

Customizing a Standard Rule

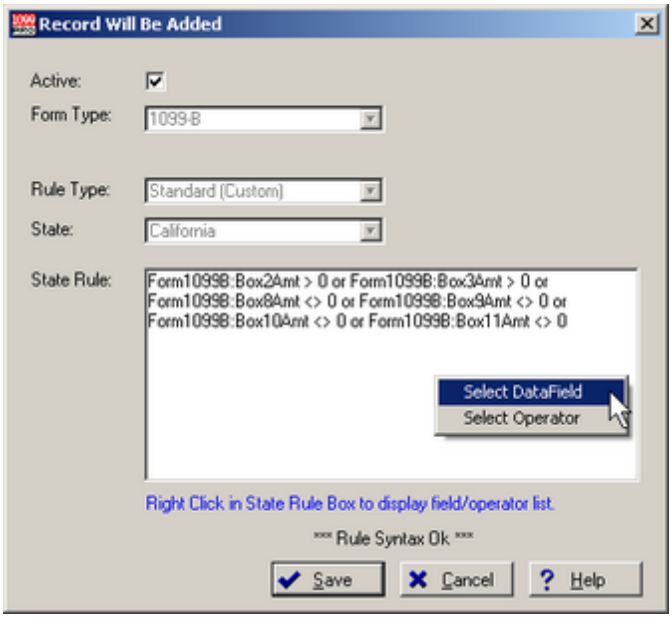
To customize on of the built-in state threshold rules please use the following steps:

1. Select the threshold rule you would like to customize from the "**View/Manage CFS Filing Thresholds**" window by clicking on it.
2. With the rule selected, click on the "**Customize Rule**" button.
3. At the "**Record Will Be Added**" window you will have the following options:
   - **Active:** When this box is checked, the rule is enabled (active), when it is unchecked the rule will be disabled.
   - **Form Type:** The Form Type that the rule is associated with.
   - **Rule Type:** Defines the kind of rule that is being edited (i.e. Standard, Standard (Custom) etc.).
   - **State:** The state that the rule is associated with.
   - **State Rule:** This box contains the actual rules used when the thresholds are evaluated.
4. If you are customizing a built-in rule the Form Type, Rule Type and State boxes will be grayed out. You will only be able to Activate or De-activate the rule and/or customize the "State Rule".

Editing the "State Rule" box

There are two ways to edit the contents of the "**State Rule**" box.

1. **Manual Keying in of rules:** If you are familiar with the names of the fields and mathematical symbols used to evaluate the rules, you can modify any existing rules or enter new rules at anytime.
2. **Right Clicking in the "State Rule" box:** If you are new to customizing threshold rules this is the recommended method.



- Upon right clicking in the "**State Rule**" box a menu will appear with two options:
  - Select **DataField**: Clicking on this option will allow you to choose which amount field(s)

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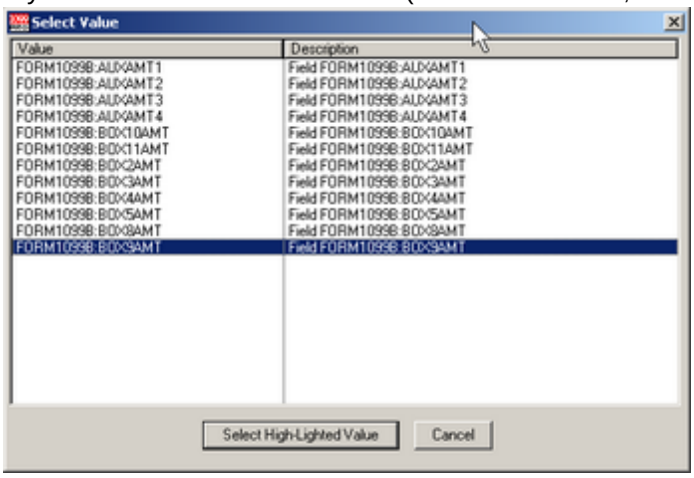
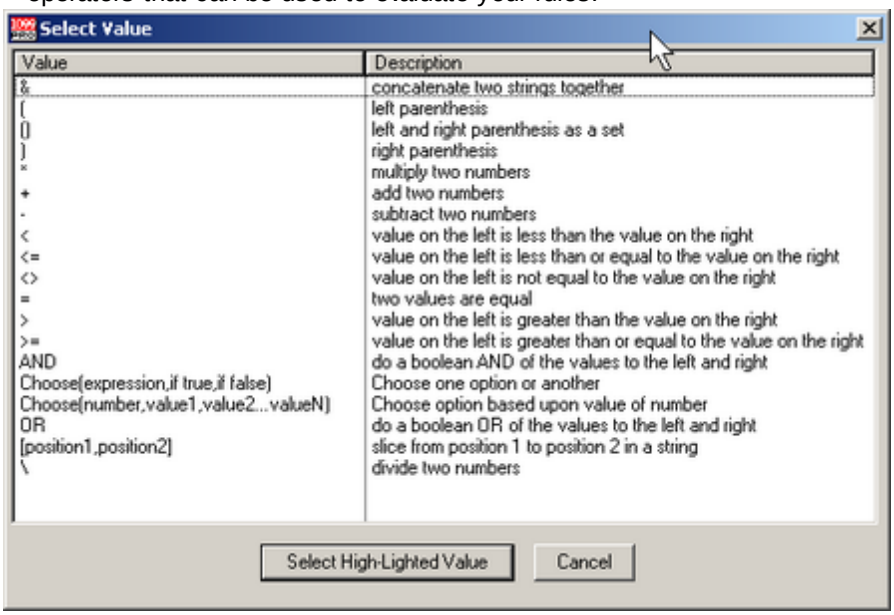
you would like to have evaluated (i.e. Box Amount 1, Box Amount 2, etc.).



- Select **Operator**: Clicking on this option will provide you with a list of all available operators that can be used to evaluate your rules.


Select Value
Value
Description
&
concatenate two strings together
(
left parenthesis
()
left and right parenthesis as a set
)
right parenthesis
*
multiply two numbers
+
add two numbers
-
subtract two numbers
<
value on the left is less than the value on the right
<=
value on the left is less than or equal to the value on the right
<>
value on the left is not equal to the value on the right
=
two values are equal
>
value on the left is greater than the value on the right
>=
value on the left is greater than or equal to the value on the right
AND
do a boolean AND of the values to the left and right
Choose(expression,if true,if false)
Choose one option or another
Choose(number,value1,value2...valueN)
Choose option based upon value of number
OR
do a boolean OR of the values to the left and right
[position1,position2]
slice from position 1 to position 2 in a string
\
divide two numbers
Select High-Lighted Value
Cancel

- Select an operator by clicking on it and then clicking on the "**Select High-Lighted Value**" button.

11.12 Set Aggregation Rules (CS Version only)

Setting Aggregation Rule

(This feature is only available in the Corporate Suite version of the 1099 Pro Software)

To turn on the Aggregation feature

1. From the general menu click "**File**" and then "**Security & Administration**".
2. Now, click the "**Combining Tax Forms**" Button on the left.
3. Make sure the button at the top of this window, "**Turn on Aggregation**" is set to **On**.

To turn off the Aggregation feature

1. To remove existing aggregation from a tax form. Click the "**radio**" button next to Disable/Remove all Aggregation.

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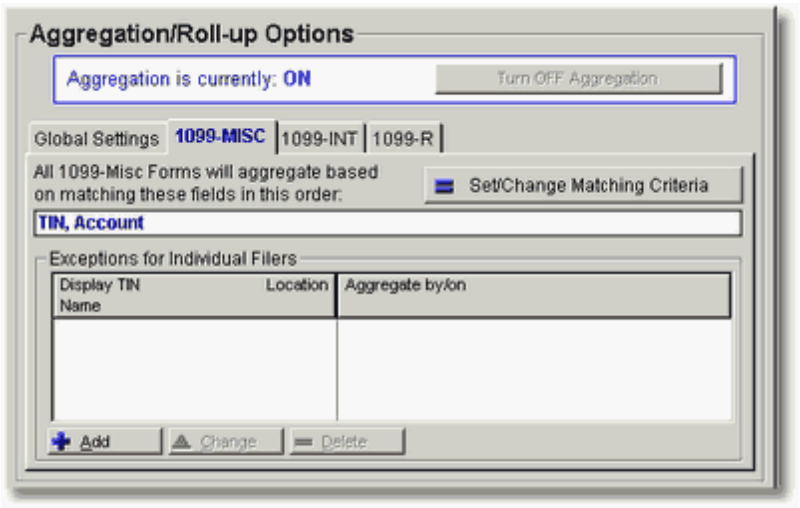
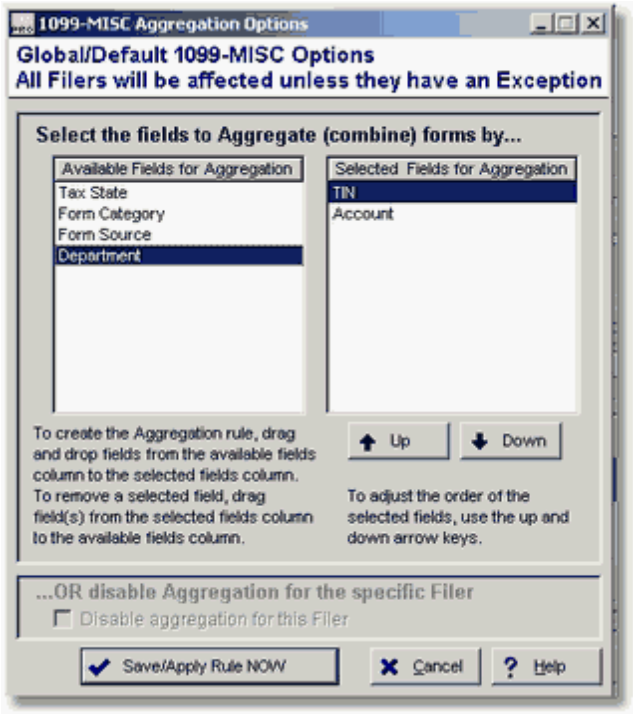
2. When finished, click "**Save/Apply Changes"** to save your changes.
3. All forms currently aggregated will be de-aggregated and listed as individual tax forms again.

*To find out how to use Aggregation, click **here***



Select the tax form to aggregate on.

1. Select the tax form you want to enable Global Aggregation for and then click the "**Set/Change Matching Criteria button"**.


1099-MISC Aggregation Options
Global/Default 1099-MISC Options
All Filers will be affected unless they have an Exception
Select the fields to Aggregate (combine) forms by...
Available Fields for Aggregation
Tax State
Form Category
Form Source
Department
Selected Fields for Aggregation
TIN
Account
To create the Aggregation rule, drag and drop fields from the available fields column to the selected fields column. To remove a selected field, drag field(s) from the selected fields column to the available fields column.
Up
Down
To adjust the order of the selected fields, use the up and down arrow keys.
...OR disable Aggregation for the specific Filer
Disable aggregation for this Filer
Save/Apply Rule NOW
Cancel
Help

First time users will want to set aggregation rules which determine current rules for combining tax forms in a particular order. Tax forms which match all of the selected criteria for the Filer will be combined in to a single aggregate form.

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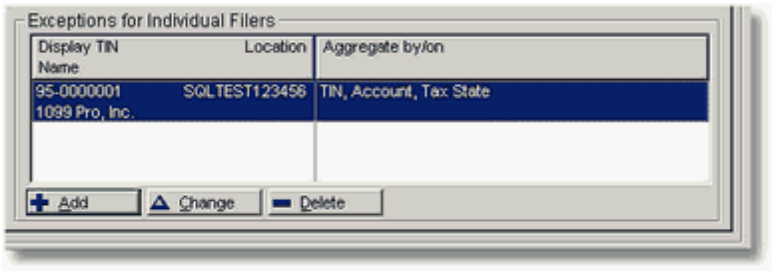
Set Aggregation Rules

1. The list of available fields are TIN, Account Number, Tax State, Category, Form Source & Department.
2. From the list of **Available Fields for Aggregation** window on the left, click to highlight the field, then drag the field over to the left side window entitled, "**Selected Fields for Aggregation**".
3. To adjust the order of the fields, use the up and down arrow keys. When finished, click "**OK**" then click "**Save"** to apply your changes.
4. The software aggregates the forms according to these rules.



Exceptions for Individual Filers
Aggregation can also be set for filers individually as an exception.

1. Click "**Add"** to add an aggregation exception for a filer. Select the filer from the list and then click "**Select**".
2. The list of available fields are TIN, Account Number, Tax State, Category, Form Source & Department.
3. From the list of "**Available Fields for Aggregation**" window on the left, click to highlight the field, then drag the field over to the left side window entitled, "**Selected Fields for Aggregation**".
4. To adjust the order of the fields, use the up and down arrow keys. When finished, click "**OK**" then click "**Save"** to apply your changes.
5. The software aggregates (by/on) the chosen fields for this filer for the specified form type.

11.13 Un-Installing

Uninstall Routines

The Select Uninstall Method screen offers two options for removing 1099 Pro from your hard drive:

- "Custom" allows the user to select files individually (recommended).
- "Automatic" initiates a default uninstall routine.

To uninstall 1099 Pro (custom)

1. Close all applications including 1099 Pro®.
2. On your Windows desktop click the "**Start**" button.
3. Go to "**Settings**", "**Control Panel**" and select "**Add/Remove Programs**".
4. Select "**1099 Pro 2011**" and click the "**Add/Remove**" button.
5. At the Select Uninstall Method screen choose "**Custom**" and then click the "**Next**" button to start the uninstall program.

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6. Files are categorized for deletion. Users may "**Select All**" (recommended), "**Select None**" or use their mouse to select specific files. Categories include:

   - System Files
   - Directories
   - INI Files
   - INI Entries
   - Registration Database Keys

7. After selecting appropriate files click **"Finish**" to complete the uninstall.

To uninstall 1099 Pro (automatic)

1. Close all applications including 1099 Pro®.
2. On your Windows desktop click the "**Start**" button.
3. Go to "**Settings**", "Control Panel" and select "**Add/Remove Programs**".
4. Select "**1099 Pro**" and click the "**Add/Remove**" button.
5. At the Select Uninstall Method screen choose "**Automatic**" and then click the "**Next**" button to start the uninstall program.
6. 1099 Pro prompts you through the remainder of the uninstall routine.

Using the "Automatic" uninstall feature does the following: Leaves behind your current data files under the main program directory in the folder named "Data", preserves the "Uploads" folder containing any uploads generated by the 1099 software for submission to the Service Bureau, and miscellaneous .DLL files are left in the Program root directory used by the software. In addition the .INI file is also preserved in the\Admin or \Windows directory.

☑ Users who uninstall 1099 Pro and then reinstall it may get an "Invalid Record Declaration (47) Accessing TAXDATA.TPS [or FILERS.TPS]. Press OK to end this application" warning. This error occurs because some files were not deleted during the automatic uninstall. Users must perform a custom uninstall of 1099 Pro (and select **all files** for deletion) and then reinstall the software.

12 Audit Trails

Audit Trails Overview

Audit Trails DO NOT track the history of manual and cascading changes to a tax form including old and new

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values, date changed and the user responsible for changes.

☑ If Audit Trail Records don't reflect a known change; Audit Trails are (or were) disabled.

Master Audit Trail Browser

The Master Audit Trail Browser is available only to administrators or users with administrative access rights. Use it to view all manual and cascading changes to all tax forms (the Record History screen allows the viewing of individual tax forms only).

*See **Master Audit Trail Browser.***

About Record History

The Record History screen displays audit trail information for the selected tax form and is available to all Access Groups. A limited version of the Master Audit Trail Browser, this screen tracks all manual changes made directly to a record. Cascading updates are not reflected.

*See **Record History** for more information*

Purging Audit Trail Logs

The Audit Trail Record Log is invaluable should you need to track tax forms changes. If the log becomes so big that the performance of 1099 Pro® is compromised, older records may be purged. For most users however, purging is not necessary and is generally not recommended as this valuable information is permanently deleted from the system.

*See **Purging Audit Trail Logs** for more information.*

Enabling/Disabling Audit Trails

Disable Audit Trails only if speed/performance is critical to the user. By disabling this feature tax form changes are not tracked AND the Record History screen is automatically disabled.

*See **Enabling/Disabling Audit Trails***

12.1 Audit Trails Activity Report

Audit Trails Activity Report

This tutorial will guide you through the process of printing a report of all audit trail activity related to one or more areas in your 1099 Pro software.

1. The Audit Trail Activity Report is available by launching the software
2. Click on "**File**" from the main menu.
3. click on "**Security and Administration**".
4. Click on the "**Audit Trails & Logging**" button.

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5. Click the "**View/Print Audit Changes Report**" button.
6. Select the options you would like to have included in your Audit Trail Activity Report and then click the "**OK**" button.
7. You will now be brought to a screen that will ask, "**Do you wish to PREVIEW this Report?**"

- Click the "**Yes**" button to access the preview options
- Click the "**No**" button to send the Audit Trail Activity Report to the printer to the printer without previewing.
- Click the "**Cancel**" button to continue without generating the Audit Trail Activity Report.

Note: Once the report prints out, use the following legend to determine what changes have been made to the records and filers on the report.

Definitions of the items on the "**Audit Trail Activity Report**" are as follows:

T = TIN (Tax ID Number)
N = Recipient Name
R = Recipient Name
A = Account (#)

Old values are on the left
New values are on the right

Subtype: Audit report tool doesn't know what was done with the record.
TransType: Audit report tool doesn't know what was changed on any transactions.

12.2 Deleted Record Detail

Deleted Record Detail

From the Master Audit Trail Browser, click the "**Deleted Record Details**" button to display the contents of a deleted tax record.

☑ The Master Audit Trail Browser will not reflect records that were deleted while Audit Trails were disabled.

See Master Audit Trail Browser

12.3 Master Audit Trail Browser

Master Audit Trail Browser

The Master Audit Trail Browser is available only to administrators or users with administrative access rights. Use it to view all manual and cascading changes to all tax forms (the Record History screen allows the viewing of individual tax forms only).

To view records

1. On the menu bar click "**File**" and "**Security and Administration**".

2. At the Administration screen click "**View Audit Trail Records**".

3. At the Master Audit Trail Browser screen refer to the Date, Time, User ID, Field Name, Old Value and New Value columns for invaluable information.

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- For deleted records click the "Deleted Record Details" button.

12.4 Purge

Purge Audit Trail Log Records

The Audit Trail Record Log is invaluable should you need to track tax forms changes. If the log becomes so big that the performance of 1099 Pro® is compromised, older records may be purged. For most users however, purging is not necessary and is generally not recommended as this valuable information is permanently deleted from the system.

To purge audit trail log

1. On the menu bar click "**File**" and "**Security and Administration**".
2. At the **Administration** screen click "**Purge Audit Trail Records**".
3. At the **Purge Tax Data Audit Trail Record** screen all records prior to the selected date are deleted. Modify this date as necessary.
4. Click "**Begin**" to start deleting records. A warning screen reminds that all deletions are permanent. Click "**Start Deleting**" to continue or "**Cancel**" to abort.

12.5 Record History

Record History

The Record History screen displays audit trail information for the selected tax form and is available to all Access Groups. A limited version of the Master Audit Trail Browser, this screen tracks all manual changes made directly to a record. Cascading updates are not reflected.

☑ If Record History does not reflect a known change to a tax form, Audit Trails are, or were, disabled.

To learn more See **Viewing Record History and Enabling & Disabling Audit Trails.**

12.6 Turn Audit Trails On/Off

Turn Audit Trails On/Off

Disable Audit Trails only if speed/performance is critical to the user. By disabling this feature tax form changes are not tracked AND the Record History screen is automatically disabled.

To turn audit trails On/Off

1. On the menu bar click "**File**" and "**Security and Administration**".
2. The Administration screen indicates if Audit Trails are on or off.

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- Click "**Activate Audit Trails**" to turn on functionality.

- Click "**Turn OFF Audit Trails**" to turn off functionality.

To view record history
At the Browse Form Records screen highlight a record and click "**Change**".

- Records with a pending print status display the Changing a Record screen. Click the "**Audit Trail**" button located in the upper right corner of the screen.

- Records with any other print status display the Protected Form Update screen. Click the "**Field Update History**" button.

12.7 Audit Trail Report Filters

Audit Trail Report Filters

1. In this section you may print or view a report showing an audit trail using that are narrowed down by filters.

2. To begin this process click on the "**File**" button on the menu bar.

3. Then Click on the "**Security and Administration**" button, this will bring you to the "**Global Administrative Options**" window.

4. From here, click on the "**Audit Trails and Logging**" button, here you will be taken to the "**Tax Form Audit Trail and Action Logging Options**" window.

5. From here click on the "**View/Print Audit Changes Report**" button, you will be given the "**Specify Audit Trail Report Filters**" screen. From here you can choose what options to use to filter down what information will go into the Audit Trail report. **(I.E. P1)**

(P1)

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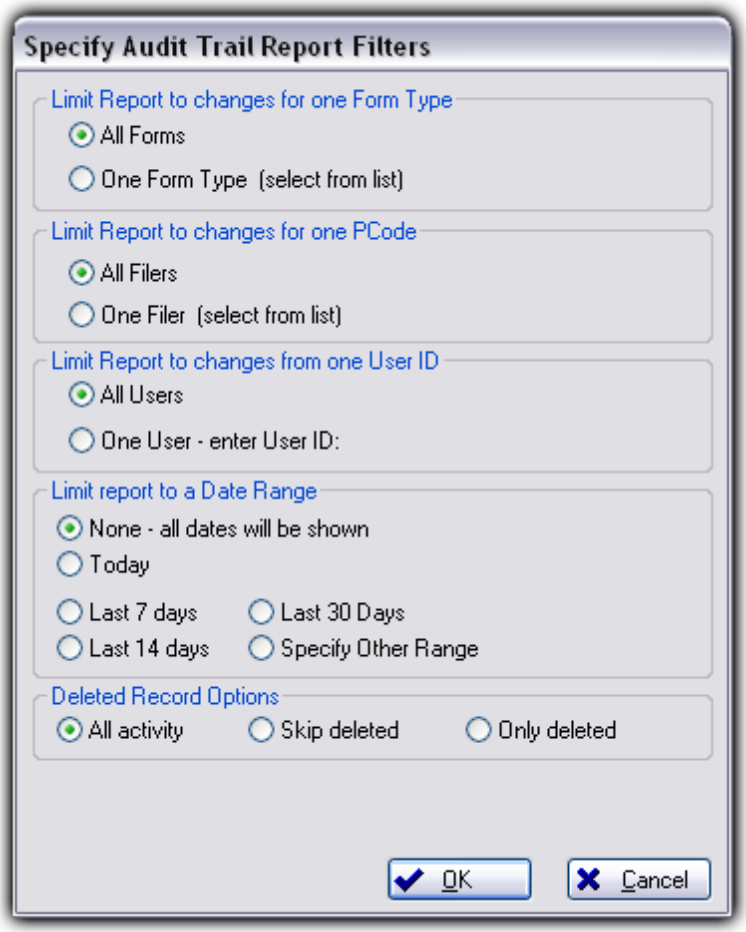
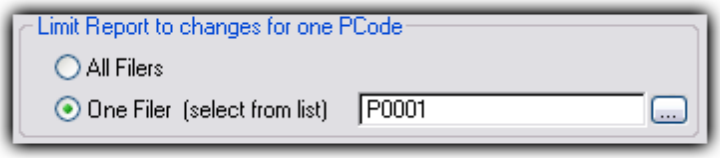


- **Limit Report to changes for one Form Type**
- **All Forms**: Choosing this option will list all available form types on your report.
- **One Form Type (select from list)**: This option will let you choose which forms will be used in the report from a list. You will be asked to TAG each form type you would like listed.

- **Limit Report to changes for one PCode**
- **All Filers**: Choosing this option will show all available PCodes on the report
- **One Filer (Select from list)**: Choosing this option will allow you select which PCodes will be included on your report. **(I.E. P2)**

(P2)



- **Limit Report to changes from one User ID**
- **All Users**: Choosing this option will show all available UserID's on your report.

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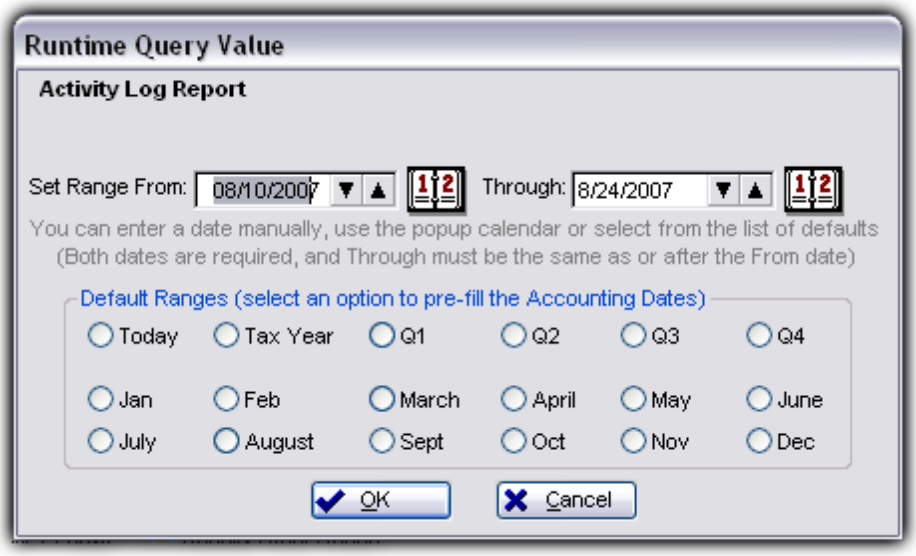
- **One User - enter User ID**: Choosing this option will allow you to choose which UserID will be used to filter down your report. **(I.E. P3)**

(P3)

- **Limit report to a Date Range**
- **None - all dates will be shown**:
- **Today**: Choosing this option will show all changes made today.
- **Last 7 days**: Choosing this option will show all changes made within the last 7 days.
- **Last 14 days**: Choosing this option will show all changes made within the last 14 days.
- **Last 30 days**: Choosing this option will show all changes made within the last 30 days.
- **Specify Other Range**: Choosing this option will allow you to choose the date range that will be used to display your Audit Trail Report. **(I.E. P4)**

(P4)



- **Deleted Record Options**
- **All activity**: choosing this option will show you all deleted option.
- **Skip deleted**: If you choose this option deleted records will not be displayed on your report.
- **Only deleted**: Choosing this option will display only deleted records on your report.

6. Once you are done choosing the options you prefer, click on the "**OK**" button.

7. Now you will be given the option PREVIEW your report before it is printed. Click "**Yes**" if you would like to view the report before it actually prints out. Click "**NO**" to have the report begin printing or click "**Cancel**" to change your options before you begin printing your report.

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13 Browse form records

Browse Form Records

The **Browse Form Records** screen is accessible via the task panel, Forms & Printing section and Browse, Enter & Edit Tax Forms icon. Use the Current Form drop down menu to select the appropriate form type.

13.1 Browse IRS Tax Forms

Browse IRS Tax Forms

The following instructions are PDF files contained within your local 1099 Pro installation.

1099 Instructions via the internet

- General 1099 Instructions
- 1096 Transmittal
- 1098 Mortgage Interest Statement
- 1098-E Student Loan Interest Payments
- 1098-T Tuition Payments Statement
- 1099-A Acquisition or Abandonment of Secured Property
- 1099-B Proceeds From Broker & Barter Exchange Transactions
- 1099-C Cancellation of Debt
- 1099-CAP Changes in Corporate Control & Capital Structure
- 1099-DIV Dividends & Distribution
- 1099-G Certain Government & Qualified State Tuition Program Payments
- 1099-H Health Insurance Advance Payments - **(No Longer Mandatory)**
- 1099-INT Interest Income
- 1099-LTC Long Term Care & Accelerated Death Benefits
- 1099-MISC Miscellaneous Income
- 1099-OID Original Issue Discount
- 1099-PATR Taxable Distributions Received from Cooperatives

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- 1099-Q Qualified Tuition Program Payments (Under Section 529)
- 1099-R Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IR's, Insurance Contracts, etc.
- 1099-S Proceeds from Real Estate Transactions
- 1099-SA Distributions From an SA or Medicare+Choice SA - **(Formerly 1099-MSA)**
- 5498 IRA Contribution Information
- 5498-ESA Cover dell ESA Contribution Information
- 5498-SA or Medicare+Chose SA Information - **(Formerly 5498-MSA)**
- W-2G Certain Gambling Winnings

Other Instructions

- W-9 Request for Taxpayer Identification Number and Certification

IRS Telephone Assistance

Information Reporting Customer Service Site

If you have questions about reporting on Forms 1096, 1098, 1099, 5498, W-2, W-2G, and W-3, you may call a toll-free number, 1-866-455-7438.
You may still use the original telephone number, 304-263-8700 (not toll free).
For TTY/TDD equipment, call 304-267-3367 (not toll free).
The call site can also be reached by E-Mail at mccirp@irs.gov.
The hours of operation for the call site are Monday through Friday from 8:30 a.m. to 4:30 p.m., Eastern time.

Other tax-related matters. For other tax information related to business returns or accounts, call 1-800-829-4933.

☑ Users with an active internet connection can access many other files directly from the IRS/SSA websites. For details see Print Blank Forms & Instructions.

14 Browse Records

Browse Records

The Browse Forms screen allows you to view all forms of a particular form type which can be sorted in

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the order you designate. From this screen you can Add, Change, Delete, Print, Total as well as perform Group Actions with your forms.

- **Current Sort/View Order -** Current Sort Order or Views available to 1099Pro customers allow for sorting by certain criteria. They are Last Name or Company, by TIN or you have the ability to create custom views by selecting from available views in one window and displaying these views in the Enter, Update & View screen. See Current Sort/View Order for further details. There are two ways to search for a form, one from the keyboard depending on your sort order and one by using your mouse.

- **Current Query/Filter** - By default all forms for the form type selected are displayed. You can choose to display a subset of the current form type by clicking on "**Current Query**" drop down and use an alternate pre-canned query e.g. Filed Corrections Only or create your own custom query e.g. Tax State = CA, Corrected forms only, … Note that the "Status" of a form can be used to create powerful queries to limit the records displayed. For example if you had Printed a batch of forms and then you imported a 2nd batch you might want to limit the forms displayed to those with a Status of "Pending" (which would exclude all form with a Statuses of "Printed", "Filed", ...).

Add a Record

1099 Pro® adding of records is limited to the current transaction limit of the version of 1099 software you're using. These transactions can range anywhere from 5(K) transaction up to an unlimited amount of transactions.

*See **Adding a Record** and **Registration & Upgrades** for more information.*

Change a Record

Only records with a pending status are available for modification.
Note: Cascading updates are changes made to a filer & recipient's information globally throughout all tax forms. See Cascading Changes for more information

*See **Changing Records***

Delete a Record

Records may only be deleted if they are in Pending status. You can either delete them individually or by using the Group Actions method to delete an entire group of forms.

*See **Deleting Records** and **Group Actions** for more information*

Print/View Report

This report is based on the currently selected query (if the default query, All Records, is chosen, then the report is identical to the Control Totals report).

*See **Print View Reports***

Group Actions Button - Group Actions let you tag/select a number of items and then perform a single action on them. In all cases, you will be asked to confirm your choice before the action is taken. For Example:

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Deleting a group of pending forms allows you to manually select or "tag" any number of pending forms for removal. All associated notes for the forms will also be deleted.

*See **Group Actions** for more information*

Browse by Form Button - All tax form browses now have a new button on them to initiate browsing tax forms using the update form. This lets you move from form to form while viewing all of the data for each form. When you use Browse by Form, your current view and Query settings will still be in effect, just as if you were using the standard browse. For example, if you are viewing the list of forms in Last Name/ Company order, and have a Query to only show forms that have Notes, you will still see only forms that have notes, in Last Name/Company order, when you switch to Browse by Form mode.

*See **Browsing by Form** for further instructions.*

Quick Print Form Button - To quickly print any tax form from the Browse, Enter & Edit screen, highlight the form and click on "**Quick Print**".

*See **Quick Print** for further instructions*

14.1 Add a Record

Add a Record

1. On the task panel select the Forms & Printing section and the Browse, Enter & Edit icon. Use the Selected Form drop down menu to select the form type to process.

2. At the Browse Form Records screen click "**Add**" to access the Adding a Form Record screen.

3. After completing all fields click "**Save**". The record is saved and a blank screen is presented for your next record. Click "**Cancel**" to exit the Adding a Form Record screen.

14.2 Void Records

Void Records

Records are voided, instead of deleted, to retain data for possible future reference. Only records with a printed status can be voided.

To void a record

1. At the Browse Form Records screen highlight a record and click "**Change**" to access the Protected Form Update Options screen.

2. Click the "**Void the Form**" button.

3. 1099 Pro® prompts, "**Are you sure you want to do this?**" Click "**Yes**" to void the record.

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Un-Void a Record

A voided record may be un-voided (or reset) to a pending status.

To un-void a record

1. At the Browse Form Records screen highlight a record and click "**Change**" to access the Protected Form Update Options screen.

2. Click the "Un-Void the Form" button.

3. 1099 Pro® prompts, "**Are you sure you want to do this?**" Click "**Yes**" to un-void the record. The record automatically reverts to pending status.

14.3 Browse Notes/Attachments

Browse Notes

All tax forms, recipient forms and filer forms now have an icon/button to the left of the SAVE button that lets you create and update notes for that item.

When you are on a data entry form, the Notes button will change colors to help you know if there are existing notes or not.

- If the button background is BLUE, no notes have been entered for the item yet, or any existing notes have been deleted.
- If the button background is RED, there are currently notes for the item.

Each note can contain up to 512 characters, and you can have as many notes as you want for each item. Every time a note is created or updated, the note will show the date and time of the action and either the User ID of the person who made the change (if you have Security turned on) or the network name/ID of the machine where the change was made.

Depending on the type of note, you may be able to view and update them from multiple places within the program.

Global Notes
These are visible everywhere within the program, and can be viewed and updated from every Notes browse. You can also enter Global Notes directly from the main File menu, using the 'Global Notes' option.

Filer Notes
Filer notes are associated with a specific Filer, and are only available on the update form for that Filer. When entering notes for a Recipient, you can also view/update all Global notes.

Recipient Notes
Recipient notes are associated with the individual recipient, and can be viewed and/or updated from both the recipient update form and from every tax form associated with that recipient. When entering notes for a Recipient, you can also view/update all Global notes.

Tax Form Notes

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This type of note is attached to one specific tax form for one recipient. When entering notes for a tax form, you can also view/update the notes for the recipient of the form, as well as view/update all Global notes.

Attachments (Corporate Suite/ASP Version Only)
You may attach documents to Filer/Form/Recipient Notes. You will be able to View/Download these documents from the program.

14.3.1 Update Notes

Update Notes

This screen will allow you to add or modify notes.

Please see Browse Notes/Attachments for all available note types.

14.4 Browsing by Form

Browsing by Form

All tax form browses now have a new button on them to initiate browsing tax forms using the update form. This lets you move from form to form while viewing all of the data for each form.

To use this feature:
1. Click on **'Forms & Printing**' on the navigation bar on the left, then click on '**Enter & Edit Tax Forms'**. You could also just choose **Create, Edit and View** from the **Forms** menu.
2. Select the type of tax form to browse.
3. Select the individual form you want to start browsing at.
4. Click on the '**Browse by Form'** button.
5. Use your PageUp and PageDown keys to move forwards and backwards through the list of forms. If a form has been printed or filed you will only be able to view it. If the form has a status of Pending you will be able to update it and save your changes.
6. If you want to keep browsing after making changes to a Pending form, just press PageUp or PageDown to continue. You will be asked if you want to save your changes (answer YES), then your changes will be saved and the next form will be displayed.
7. To stop browsing by form and return to the list, just press Cancel or Save on any form.

☑When you use Browse by Form, your current View and Query settings will still be in effect, just as if you were using the standard browse. For example, if you are viewing the list of forms in Last Name/ Company order, and have a Query to only show forms that have Notes, you will still see only forms that have notes, in Last Name/Company order, when you switch to Browse by Form mode.

14.5 Capitalization

Capitalization

1099 Pro® capitalizes the first letter of names, addresses and non-ID boxes (Form W-2G only) during manual data entry. This is a default Preference setting that may be cancelled.

Please note:
- Account number and free form text fields have no special formatting.

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- State abbreviations are forced uppercase.

14.6 Cascading Changes

Cascading Changes

Frequently Asked Questions:

What are Cascading changes?
When you make manual changes to the filers & recipient master list in 1099Pro, those changes are then cascaded or (updated) throughout all tax forms with a status of Pending . Cascading updates help ensure that the entire filer and recipient information, regardless of the tax form, synchronizes quickly and uniformly.

When does the cascading of those changes take place?
As you make changes to a filer or recipient, click "**Save**" to save your changes. You are then prompted with the option to "Update all Pending forms with these changes as well?" Place a check mark in the box if you want all changes to then synchronize throughout all pending tax forms. To make changes on the current tax form only, remove the check mark and proceed to save your changes. If existing tax forms contain information that need updating and have statuses other than Pending, (i.e., Printed, Filed, Uploaded....etc.) You must manually reset that form's status back to Pending and then go back and allow the software to include those tax forms in the cascading process.

I made changes earlier to a tax form and now I am being prompted with a window "Recipient Record may need updating" or "Possible Recipient Information Mis-Match." What do I do now?
1099 Pro will prompt you to update or synchronize changes if it sees that the existing information doesn't match with what is in the master recipient database. It will continue to do this for all consecutive tax forms that require updating. Click "**Yes**" to apply the changes or "No" Do not make any changes. The same applies to changes made to filer and contact information, as well as manual changes made to the Recipient Master list directly.

14.7 Change a Record

Change a Record

Only records with a pending status are available for modification.

1. At the Browse Form Records screen highlight a record and click "**Change**" or (double-click) to access the Changing a Form screen.

2. Make necessary changes and click "**Save**".

14.8 Delete a Record

Delete a Record

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1. At the Browse Form Records screen highlight the record and click "**Delete**".

2. 1099 Pro® prompts to confirm the deletion. Click "**Yes**" to delete the record or "**No**" to cancel.

This report is based on the currently selected query (if the default query, All Records, is chosen, then the report is identical to the Control Totals report).

14.9 Department

Department

The "Select Department" feature allows you to quickly change the department phone number associated with the current filer contact. When you click on the down arrow in the tax form, the list of contacts is displayed. Choose the contact by highlighting it and then click on "**Select**". You are taken back to the tax form and your current contact phone number and department ID are listed. The name of the department does not print out.

Contacts can be added by clicking on "**File**" from the main menu and then selecting **Filers list**, **Change Filer**, **Add** as described in Filer Record Details.

14.10 Options for Tax Form Data Entry

Options for Tax Form Data Entry

1099 Pro contains a list of data entry options which can now be accessed in the Tax Form screen. Inactive buttons in this list indicate the tax form is non-edit able and therefore not available for use. The image below displays how the button title changes after information has been entered.

- **Audit Trails** - This screen displays record history information for the selected tax form

- **Notes** - Allows you to View, Add, Update and Delete Notes for this tax form. After entering in Notes the button changes to "**Has Notes"** with ***BOLD*** text to indicate that notes now exist for this form. For more help on Notes, See Browse Notes.

- **Preferences -** Takes you to the "Data Entry Preferences for Form" screen where you can change the position of the First Name and Last Name/Company orientation in how it is displayed on the tax form.

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- **Tax State** - Tax State is used for State filing only. It is normally the same as the state withholding (if any) or address state unless there is an explicit need to override it.

  Withholding State: When a tax form or electronic file is generated from our software the "Withholding State" is determined to be the state with dollar amounts withheld (For Example: 1099-R Box 10 "State Tax Withheld").

  Tax State with no amounts withheld: If there is no amounts withheld and you still want to designate a "Tax State" since the work or event took place in a specific state, then use the Tax State override button to do this. Click the "**State**" button to set a "Tax State".

  Residence State: If there is no "Tax State" then the state is the "State of Residence"

- **IRS Instructions** - You can open the 2011 General Instructions and more specifically the "Current Tax Form" instructions.

- **Form Help** - Provides help for the current tax form.

14.11 Print/View Reports

Print/View Reports

How to Print/View Reports

1. At the Browse Form Records screen click the "**Print/View Report**" button.

2. 1099 Pro® prompts to use the current query. The current query is displayed in the upper right of the Browse Form Records screen. Click "**Yes**" to use the current query, "**No**" for query options or "**Cancel**" to exit. Query Options include:
   - Select a previously saved query
   - Create a New Query
   - Do Not Apply a Query (generates standard Control Totals report)
   - Cancel Without Continuing

14.12 Search

Search

Use the Search field to quickly locate a recipient or filer.

To search (AKA incremental index)

1. Set the Current View to the correct sort order criteria (i.e. By TIN)

2. At the Browse the Recipients, Browse the Filers or Browse Forms screen of the software, place your cursor in the Search field.

3. Enter the first few characters of your search criteria and hit the TAB key.

   - The browse screen highlights the record matching your entry. If multiple records match your entry the screen highlights the first match. Use the ARROW keys to scroll through the matches.

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- The Search results are governed according to the column sort order. (i.e. If searching by Last Name/ Company, and you search the last name of Charlie Tuna in ascending order by typing in the letters "T" then "U"... in the search field then hit the TAB key, the search results listed are displayed with Charlie Tuna's last name.) If searching by Recipient TIN and you're sort order is set in ascending order then your search results are going to be listed in numeric order from beginning to end for this column only. This same method and result applies to all respective columns.

Quick Tip: Note: For a quick form lookup without using you mouse, type the 1st numbers of the TIN (when your sort order is by TIN) and you will drop down to that particular record, if your sort order is by another field (Last Name or Account …) then type the first few characters you of the field to drop down to that record. To use the "Search …" box you must click in the box, type your characters and hit the Tab key.

14.13 Select a Form

Select a Form

Use the Select a Form Type screen to select the form type you want to process.

To search for forms

1. Place your cursor in the search field.
2. Enter the first few letters of the form type, for example "1099-M", and click TAB. The first record matching your entry is highlighted.

14.14 Select Form Type

Select Form Type

If a record was originally issued on the incorrect form type, select the correct form type. You will be presented with a new form that displays the original recipient TIN and address but no individual box amounts or values.

14.15 Tagging Records

Tagging Records

1099 Pro® allows you to manually tag (select) records for inclusion in a print session.

To tag records

1. On the task panel select Forms & Printing and then the Print Tax Forms icon. Use the Selected Form drop menu to select the form type to process.
2. At the Printing Tax Forms screen choose the "Manually select forms..." option.
3. Click the "**Begin Print Process**" button.
4. At the Selecting Form Records screen click the "**Tag**" button to select records. A red checkmark appears beside each tagged record. (See Tag Key Shortcuts below.)
   - To sort records prior to tagging, use the View or Query drop menus.
5. After tagging all records, click "**Proceed to Next Step**" to initiate the Print Wizard.

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Tag Key Shortcuts

- Tag: Use this button (or ALT + T) to tag individual records.
- Tag All: Use this button (or ALT + A) to tag all records.
- Untag: Use this button (or ALT + U) to untag an individual record.
- Untag All: Use this button to untag all records.
- Flip: Use this button (or ALT + F) to reverse the tag status of an individual record.
- Flip All: Use this button (or ALT + L) to reverse the tag status of all records. For example, if you have 3 records and only one record is tagged, the Flip All button will tag the two previously untagged records and untag the original record.
- Prev Tag: Use this button (or ALT + P) to scroll backwards through tagged records.
- Next Tag: Use this button (or ALT + N) to scroll forwards through tagged records.

14.16 Zip Code Lookup

Zip Code Lookup

1099 Pro allows you to quickly find or verify zip codes, cities, and states within the USA

The Zip Code Lookup feature:

- Includes every 5 digit ZIP code in the USA.
- Includes FPO (Fleet Post Office) and APO (Army Post Office) ZIP codes.
- Allows you to search by city, state, or ZIP code.
- Contains current ZIP code data.

Zip Codes can be looked up from either the City field (shows all matching cities) or the zip field (more precise, shows matching zips.) If you type a partial city or zip and then invoke the pop up, the list will start at the closest approximation. This database includes all zip codes and cities accepted by the United States Postal Service. The USPS currently recognizes all United States ZIP codes by either their preferred or alternate city names.

USPS Codes:
P = Preferred City Name **(Example: Philadelphia, 19101)**
A = Alternate **(Example: Phila, 19101)**

Tip
You can right click on the City or Zip Code fields to pull up the list of cities in the U.S. You may also type in the name of the City or Zip code in the search field. As you type, the software will narrow down the closest match based on your entry. A third tab, By State, allows you to type in the abbreviation of the state to match the zip code your are searching for.

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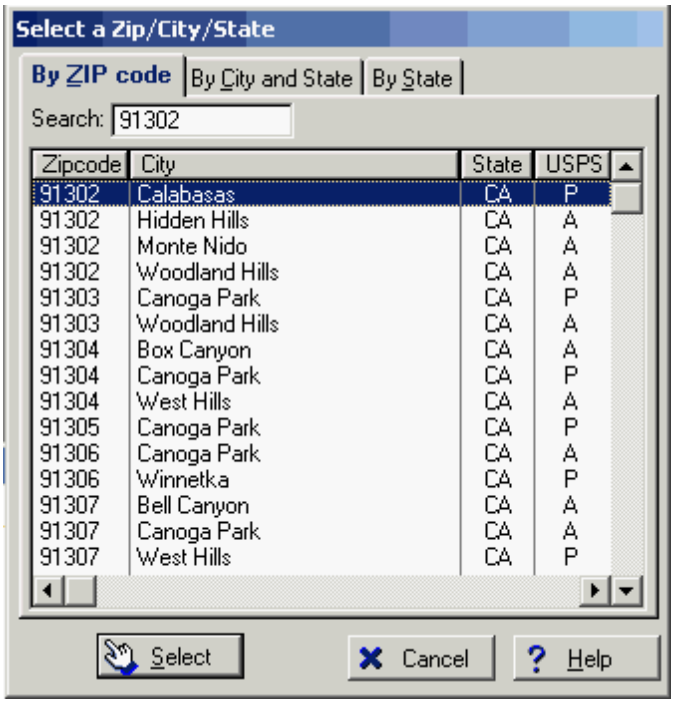

14.17 IRS Codes

IRS Codes

Please review the IRS Instructions for the form to find a current listing of codes.

These instructions may be found in our software by going to "**Forms**" and selecting "**IRS Instructions & Blank Forms**".

15 Current Sort/View

Current Sort/View

(Sorting of Records)

1099 Pro® offers built-in views that are tied directly to the Search field. To search for records by TIN the view must be set to "By TIN". Likewise, to search for records by name the view must be set to "By Last Name/ Company" or "By Filer Name" as appropriate. Failure to properly set the view will result in a failed search attempt.

Views are available at select browse screens.

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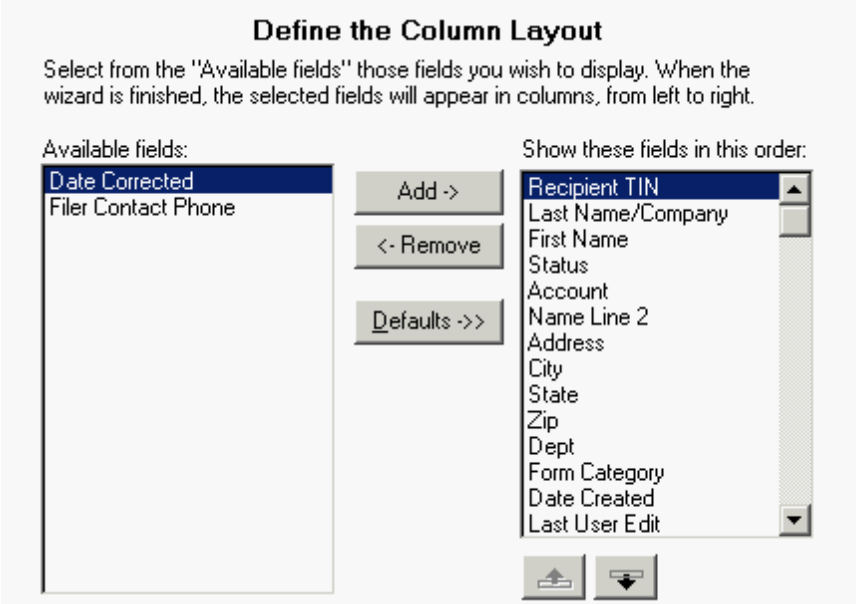
15.1 Custom Sort Order

Custom Sort Order

To define a custom sort order

- In the Enter, Update & View screen, click the "**Current Sort Order**" button, then click "**Custom View**". (The software displays the "Sort designer screen")
- Click the view field under the entitled "sort view by" category.
- Make your selection then select the button whether the field will be displayed in ascending or descending order.
- To ignore the distinction between Upper case and lower case characters put a check in the box below.
- After Defining your Sort Order, click "**OK**" to save your entries for the currently defined view.
- To cancel Defining a Custom View, click "**Cancel**."
- To clear all fields and reset them back to none, click "**Clear All**".



15.2 Custom View

Custom View

(Custom sorting of records & custom column display)

Sophisticated users can select Custom View from the Current View drop menu and design their own views.

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To define a custom view

1. At the "Enter, Update and View" Screen", where you can browse your form, click the drop down arrow in the field located in the upper right labeled "Current View."

2. Select Custom View from the list. (The software displays the Define View Format Layout Screen.)

3. This screen allows you to select the available fields from the left column and organize them in the "show these fields in this order" column on the right.

4. You may move the position of these items in the order in which they will appear by highlighting them on by one and clicking the up or down arrow to adjust it's position accordingly.

5. To save these changes click, "**Apply**" or Click "**Next**" to define a sort order for the custom view.

   The software displays the "Select a sort order for the view" screen. At this point you may:
   - Use the default sort order (Which tells 1099 Pro to accept the current sort order)
   - Select a predefined sort order (fastest) which tells the software to use the built in predefined list (Example: Filer ID, Last Name/Company, First Names or by Filer ID, Recipient TIN, then Last Name/ Company.)
   - Define your own custom sort order (slowest) Allows you to indicate what custom sort order the software should follow based on your custom field selections.

16 Error & Validation Checking

Error & Validation Checking

1099 Pro® performs various validation checks on your data. This helps users find and fix potential tax form errors (see Disclaimer) prior to submission to recipients or the IRS. Users can print out forms with errors & warnings only by running an extended report as described below. Error and validation checks occur when data is manually entered or imported. It also occurs when printing a form or when generating a 1096 transmittal, electronically file or service bureau file. If a problem is found, 1099 Pro flags the record with a warnings, error or reject error. Users are encouraged, but not required, to fix warnings and errors prior to submitting their records to recipients or the IRS. An option to manually check for errors and warning is available under the Utilities menu titled "Check Update Error Status for all forms" which you can invoke at any time.

☑ See Filing Problems

Warnings & Errors Defined

Warnings: Intended to flag a possible inconsistency or omission in the data that may result in the record being rejected by the IRS. Common warnings include:

* TIN is missing
* Last Name (or Company Name) is missing

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* Code or checkbox value is invalid (and assumed false)
* Date is missing or invalid
* Be sure to specify the status of your records in the Control Totals Reports feature. (Example: If you want to actually see all forms generated after running a report, select "All Original Forms".)

All Original Forms for this filer will bring up all records regardless of the status. All pending forms bring up forms with a status of pending only. (i.e. Forms that have a status of "Uploaded" , "Filed", "Printed" will not be displayed.)

Errors: Serious flaws in the data that would most likely result in the record being rejected by the IRS. Common errors include:
* TIN is invalid
* Name is incomplete
* Address is incomplete
* Field contains invalid characters (e.g.., text characters in an amount field)
* Code or checkbox value is invalid

Reject Errors: **User must enter correct data or record is automatically rejected.**
* Last Name *and* TIN are both missing
* Field contains non-allowed negative amounts

Finding Problem Records

1099 Pro® makes it easy to find problem forms. Users may run a Form Counts Report to quickly determine which filer and form types have errors or warnings. To view all errors and warnings in detail, run a Control Totals Report (Extended Version). Users may also generate an error query at the Browse Form Records screen.

Error Queries
To create a query that limits the Browse Form Records screen to just forms with errors and/or warnings, do the following:

1. At the Browse Form Records screen, drop down the 'Current Query' list and select 'Custom Query...'

2. Select 'Error Status' on the list of fields to evaluate (press 'E' to go right to it).

3. Click on "**NEXT**", then select 'Is Greater Than' as the operation.

4. Click on "**NEXT**". A zero is already entered as the value entry, which is correct

5. Click on "**NEXT**", then "**FINISH**". Answer **YES** to the save query question, and enter a name like 'Errors and Warnings Only'.

When you return to the "Browse Forms Records" screen, only forms with errors and warnings will be displayed. If you update a problem form and fix it, it will disappear from this list. Continue until all forms are fixed, then choose 'All Records' as the current query to view all of your records again.

For reports, there are already the built-in options for displaying errors and warning messages and/or filtering the report to only list forms with problems.

Disclaimer

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1099 Pro® software identifies many, but not all, of the most common format errors in information compliance submissions. The likelihood of submission rejection, though not eliminated, is greatly reduced when utilizing this software. Even if no errors are identified by this software, your submission could be returned or you could be penalized because of other errors.

Feedback

If you come across a situation that you feel should generate an Error or Warning in the software please feel free to discuss the situation including the form type, data set and IRS regulations by E-Mailing Compliance at *compliance@1099pro.com*.

16.1 Filing Problems

Filing Problems

Users may scan their records for errors and warnings prior to generating a electronic file or Service Bureau upload file. If errors or warnings are found in electronic files, users may choose whether or not to process those records. For uploads, all records are processed no matter what; the scan is just a last chance informational check.

Processing Records with Errors/Warnings

Errors and Warnings typically indicate missing or incorrect information. Missing SSN's, TIN's, EIN's, and State Fields will typically be a warning. An incorrect Zip Code for example would generate an error. Typically the IRS will accept uploads with errors and warnings but a high percentage of missing TIN's or other errors or warnings can cause the IRS to reject your file and/or result in penalties.

Users are encouraged to make every effort to fix missing or invalid data but if they are unable to do so, file the records anyway. A good way to identify errors and warnings is to click on "**Reports**" from the main menu, select Extended Reports and then limit the report to printing out only Errors & Warnings. Try to fix Errors & Warnings before filing with the IRS. Consider filing Form 8809 for a 30 day filing extension in order to submit more accurate data.

☑ See Finding & Fixing Records with Problems

16.2 Penalties

Penalties

The following penalties generally apply to the person required to file information returns. The penalties apply to paper filers as well as electronic filers.

Failure to File Correct Information Returns by the Due Date (Section 6721)
If you fail to file a correct information return by the due date and you cannot show reasonable cause, you may be subject to a penalty. The penalty applies if you fail to file timely, you fail to include all information required to be shown on a return, or you include incorrect information on a return. The penalty also applies if you file on paper when you were required to file electronically, you report an incorrect TIN or fail to report a TIN, or you fail to file paper forms that are machine readable.

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The amount of the penalty is based on when you file the correct information return. The penalty is:

- **$15** per information return if you correctly file within 30 days (by March 30 if the due date is February 28); maximum penalty $75,000 per year ($25,000 for small businesses, defined below).
- **$30** per information return if you correctly file more than 30 days after the due date but by August 1; maximum penalty $150,000 per year ($50,000 for small businesses).
- **$50** per information return if you file after August 1 or you do not file required information returns; maximum penalty $250,000 per year ($100,000 for small businesses).

☑ If you **do not** file and you do not meet any of the exceptions to the penalty...the penalty is **$50** per information return.

17 Exports

Export Overview

1099Pro® features powerful yet intuitive Export Wizard's to allow exporting of tax form data in a Mapped ASCII (Fixed/Delimited/Excel) format, IRS (Pub 1220 Format), and Moore 1099 Print Export.

17.1 Export Maps

Export Maps

The 1099 Pro® Export Wizard simplifies the process of creating Export Maps. The first step in creating an Export Map is to specify how the records to export will be selected and where the files should be placed. Export files can be created in a variety of formats, including delimited and fixed length. All formats are created as standard ASCII files.

Follow the steps below to create and/or define an export map.

1. From the main screen in 1099 Pro you can click on the "**Export Forms**" link in the navigation bar to the left, or as an alternative, click on "**Utilities"** tab on the main menu, then click "**Export Tax Forms to ASCII file(s)**".
2. Read the introductory information and then click the "**Next**" button to continue.
3. Click on the "**Add or Update Export Maps**".
4. Next, Click Add to add a new export map to the list or highlight an existing entry in the "Export Map List" then click "**Change**". To delete and export map, highlight it and then click the "**Delete**" button.

    - There are three columns which define an export map: **Map Type, File Format and Details**. The description column gives details about the currently selected export map and the Notes windows to the right give additional details.

4. When clicking Add or Change you are prompted to go through the wizard for creating and/or modifying export maps, click "**Next"**.

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5. Select your Export Data Type either a Tax Form, Recipients or Filers. Next select a File Format, either Delimited, Fixed or XML. Next set your Field Delimiter and End of Record Options. When finished, Click "**Next"**.
6. *The following options are available for you to set: When complete, click "**Next**".

***Click on a checkbox or "radio button" to turn the option on or off**

Category	Options Available	Additional Information and Details
Characters	1. Convert to all UPPER case	Character values include Names, Address Fields, Descriptions...etc
Amounts	1. Include Commas 2. Include Dollar Signs	None
Check Boxes	1. Blank for unchecked - "X" for checked 2. Use Y/N 3. Use T/F 4. Use 0/1	Check boxes are logical values.(Yes/No, True/False, On/Off
Dates	1. mm/dd/yy 2. mm/dd/yyyy 3. yymmdd 4. yyyymmdd	Dates can be from a tax form box or for example when a form was created.
Numeric	1. Round to the nearest whole number	Numeric values are numers that are NOT dollar amounts like percentages or total shares
EIN/SSN	1. Formatted (TIN type not required) 2. Unformatted (Must include the TIN type)	EIN/SSN values are Tax ID numbers
Text (Multiline)	Convert to all UPPER case Don't convert CR/LF, export as is Convert CR/LF to a single space.	Text values are mulitline box values such as a transaction description.

7. Select specific fields to include in the export process. Click on a field from the available fields on the left and drag it across to the field/header screen on the right. Alternatively you can click on the " **Add Field button"** to add a field to the field/header screen on the right.
8. Repeat this procedure until all of the necessary fields have been added to your layout. If the wrong field is accidentally assigned, click and highlight the incorrect field and then click the "**Remove**" button. Begin again by dragging the correct field from left to right until you are finished. You may also click the up and down arrows to change the order of a specific field up or down in the list. You also have the ability to customize the parameters of a mapped field. In the Field/Header list to the right, double click on the field name until you see the "Customize a mapped field" screen pop up.
9. Next, specify the name of the map description or title and the map usage notes. Click "**Next**" when finished.
10. Next, Select the destination folder. Default location is C:\1099 Pro\Pro99T11\Exports. It is preferable to create your file on a hard drive rather than floppy diskettes to avoid the possibility of disk error. It is also faster.
11. Confirm the settings on the summary screen and click "**finished"** then close the Browse the Export Map List Screen. You will then be taken back to the 1099 Pro Export Wizard.
12. If you created a new Custom Map Field, you can now select it from the list and proceed to create your Export file with these new settings.

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17.2 Export Wizard

Export Wizard

The 1099 Pro® Export Wizard simplifies the process of creating export files. You may export all Forms for All Filers or just the Filer/Form Type that you need. To view the files open Excel or Access, and then open the export file(s). If you open the files in Notepad, they will appear to be out of alignment because the files are Tab delimited.

Note: All export files are "Map by Name" compatible and may be imported into another Filer directly.

To export data:

1. At the menu bar select **Utilities** and click on "**Export Database to ASCII File(s)**"
2. At the 1099 Pro Export Wizard click "Next" to proceed. Use the "Back" button at any time to go back a step.
3. On the "Select the type of data and format to use" screen. Click the drop down arrow and select your tax form type. Next, there are two columns which define the type of data you are exporting.

Your choices are:

- **"Delimited"** - where each line has one record, and each field in a record ends wtih a special character that specifies where it ends and the next begins.

- **"Fixed Length" -** having a set length that never varies.

File Format	Description
Delimited	All fields
Fixed Length	All form fields
Delimited	Mailing list

4. Select the file format you want to export by clicking on it in the list and highlighting it and clicking Next. If you need to Add or Update Export maps in the software you can click the button to "**Add or Update Export Maps**". For more information click here for Export Maps.

5. Choose a method for selecting eligible tax forms. Options include:
   - Export tax forms for ALL Filers: This option automatically selects every eligible form for all filers.
   - Export tax forms for up to 25 selected filers: This option prompts you to manually select (tag) the form types to include in the export file. All filers are processed.
   - Indicate whether or not a split filers and form types into separate export files. Mark the checkbox to export each filer and form type as a separate export file. Leave the checkbox unmarked for a single, larger, file containing all filers and form types.

6 Select the destination folder. Default location is C:\1099 Pro\Pro99T11\Exports. It is preferable to create your file on a hard drive rather than floppy diskettes to avoid the possibility of disk error. It is also faster.

7. Click "**Finish**" to begin creating your export file.

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17.3 Moore Wallace (CS Version only)

Moore Wallace Print Export (Corporate Suite Only)

This wizard will allow you to export records in the Moore Wallace print format.

Supported form types are:

1099-C
1099-DIV
1099-G
1099-INT
1099-LTC*
1099-MISC
1099-R
5498
W-2

*Box 5 information will not be passed to Moore Wallace as this information is optional per the IRS.

17.3.1 Important Note for MW Export (CS Version only)

Important Note for Moore Wallace Export (Corporate Suite Only)

Please review your filer info prior to exporting forms in the Moore Wallace Print format.

As Moore Wallace only accepts 4 print lines for the Filer Address address Line 2 will be omitted from the print file.

You may review your filer info on the **Browse Filer's** screen.

You may also create a query by following these instructions:
1. On the Browse Filer's screen select "**Custom Query**" in the top right.
2. On the Field Selection screen of the Query Wizard select "**Routing Address (Suit, department, etc)** " then click "**Next**".
3. On the Operation Selection screen of the Query Wizard select "**Is Greater Than**" then click "**Next**".
4. On the Value Entry screen of the Query Wizard enter "**0**" into the field then click "**Next**".

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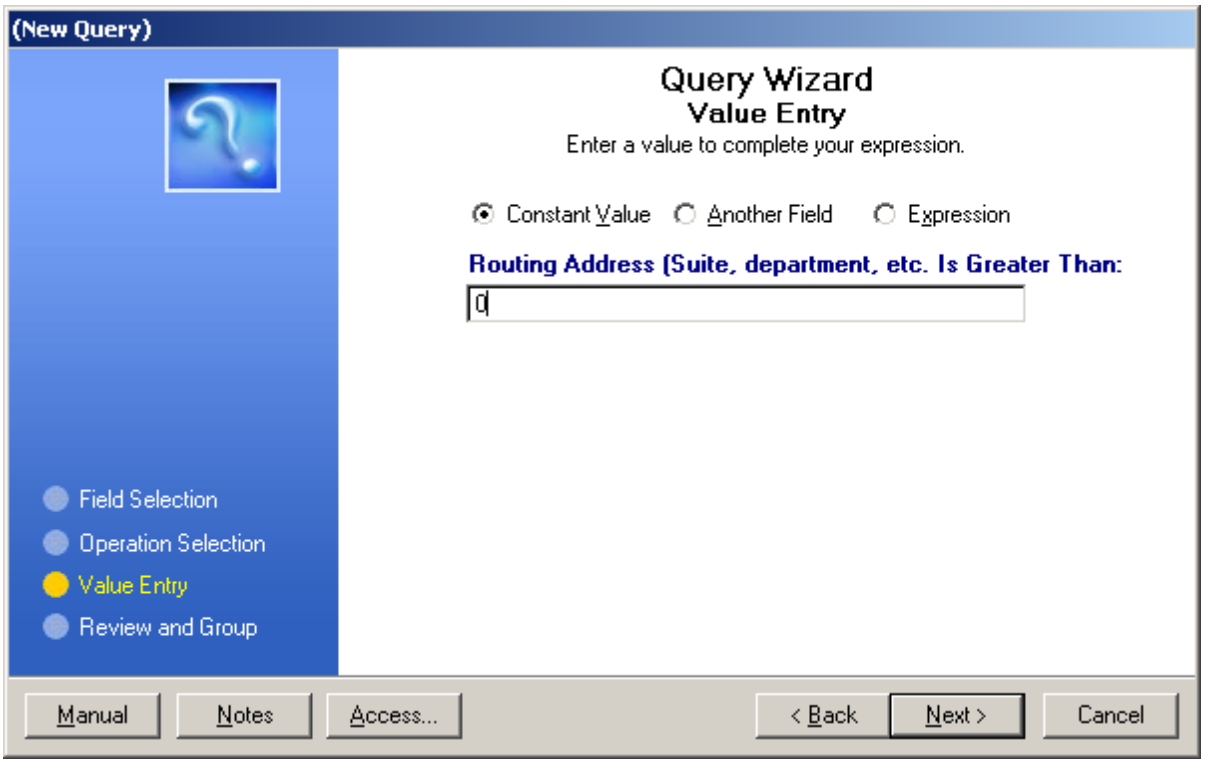

5. Click "**Finish**" then save your query if you wish to do so.

This query will now display Filer's that have address information in the line that will not be carried over.

17.3.2 Tagging for Test Printing (ASP Version only)

Tagging record for Moore Wallace Test Printing (ASP Only)

Print Export From this screen in the ASP module you can tag records to be included in a test printing for Moore Wallace.

17.4 Session Details and Options (CS Version only)

Session Details and Options

This screen allows you to review the options that were used when exporting data. You may also View/ Print a Report of the data contained in the export.

Voiding of the session will allow you to mark an export as void to denote the data was not used etc for your own records.

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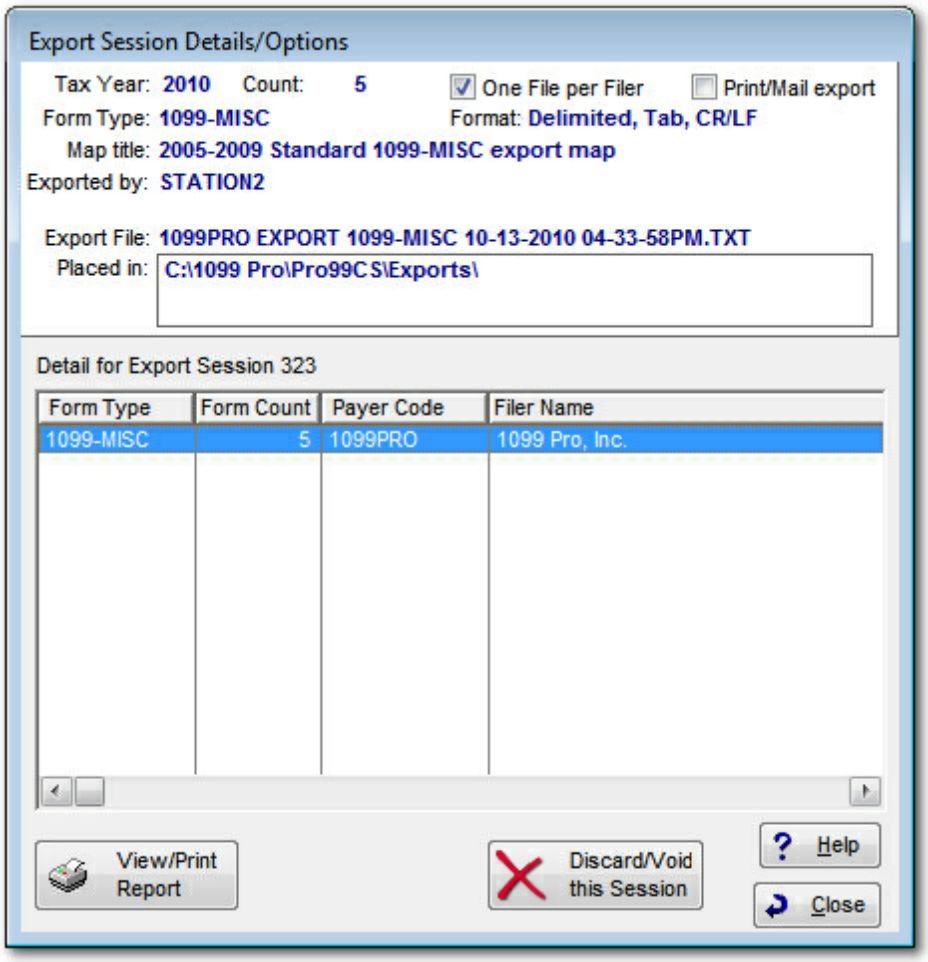

17.5 Bulk TIN Matching

IRS Bulk TIN Matching Overview

(Enterprise and Corporate Suite Only)*

***For non Enterprise and Corporate Suite users, or those who do not want to sign up for the IRS TIN Matching program please visit Service Bureau Overview.**
The 1099 Pro Service Bureau now offers Bulk TIN matching!

Did you know that if the Name and TIN (SSN/EIN) do not match on your 1099's that the penalty is $50.00 for each mismatch up to a maximum of $250,000.00 per company? Fortunately, the IRS has introduced the Interactive TIN Matching and Bulk TIN Matching Program for form types 1099-B, DIV, INT, MISC, OID and PATR only*!

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There are two steps to participate:

- Register for the IRS TIN Matching System. This will take at least 4-6 weeks.
- Perform a 1099 Pro® Web Update to acquire the latest updates for your 2011 software.

That's all there is to it! The details are described below:

How to register for the IRS TIN matching program:

- First, go to http://www.irs.gov/taxpros/ and click on the E-Services link.
- Click on "**Registration Services**" at the bottom of the page.
- After completing the online registration, BE SURE TO SAVE YOUR USERNAME AND PASSWORD FOR FUTURE REFERENCE! It will take about 10 business days to receive your IRS confirmation code by mail.
- Once you've received the confirmation code, return to the **Registration Services** page and select the "**Confirm Registration**" link.
- Once your registration is officially confirmed, you may complete the application for the TIN Matching Programs!

Notes on system use:

- Once you become a registered user, you can immediately verify Names and TIN's interactively. Simply type in the Name and TIN manually - up to 25 at one time!
- BE SURE NOT TO SUBMIT THE SAME DATA WITHIN A 24 HOUR PERIOD OR THE SYSTEM WILL SUSPEND YOUR ACCOUNT FOR 96 HOURS!
- We suggest submitting in January 2011.
- There are six potential responses from the IRS System.

How to respond to system results:

- Verify your data against the original W-9 form on file for the Recipient.
- Use the 1099 Pro® software to send out additional W-9's, 1st B Notices, or 2nd B Notices as applicable.
- Finally send in IRS Corrections when applicable.

Protection from IRS Penalties:

- Due Diligence: Using the TIN Matching System allows you to verify the accuracy of TIN and Name information prior to submitting information to the IRS.
- IRS Code 6724 provides any penalties under Section 6721 may be waived if the Filer shows the failure to provide a correct TIN on an information return is due to Reasonable Cause and not Willful Neglect.
- Filers may prove Due Diligence and receive a waiver from proposed penalties if they prove the TIN and Name combination they submitted matched IRS records. Providing a copy of the "Print Screen" of your IRS System Responses will be considered proof of Due Diligence.

If you have questions about specific tax regulations or regulatory services, please contact IRSCompliance.org via
Phone: 877 TAX-REGS (877) 829-7342
Email: compliance@IRSCompliance.org

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** As of this writing, the IRS does not allow other form types to participate in this program under penalty of perjury and possible imprisonment!*

Click here to see How to use Bulk TIN Matching.

17.5.1 Create a file manually

Create a file manually

In Bulk TIN Matching, you may attach a .txt file with up to 100,000 TIN/Name combinations to be matched. If you are using Microsoft Excel then the maximum is 65,000 TIN/Name combinations (Microsoft Excel limit).

The following is a direct excerpt from the IRS Bulk TIN Matching system's help documentation and is current as of 06-15-2009.

What is Bulk TIN Matching?
Bulk TIN Matching is used to verify TIN and Name Matching for as many as 100,000 combinations.

Who can submit a Bulk TIN Matching request?
Any payer can submit a TIN Matching request once they are registered in e-services and have received approval to use the TIN Matching product.

What format do I use to submit my file? Do the TIN, name or type have to be in any certain order?
To submit a Bulk TIN Matching request, begin by preparing a text (.txt) file containing the following information, separated by semicolons:

TIN TYPE;TIN NUMBER;TIN NAME;ACCOUNT NUMBER (optional)

- Taxpayer Identification Number (TIN) Type is a one-digit number;
  - "1" represents an Employer Identification Number (EIN)
  - "2" represents a Social Security Number (SSN),
  - "3" represents an "unknown" TIN type
- TIN Number is the nine-digit SSN or EIN for the taxpayer
- TIN Name is the taxpayer's full name or business name
- Account Number is an optional field which may contain a payer-provided number which will help you interpret your Bulk TIN results. Use this field to identify, for example, a bank account number.

Example:
For example, the following Bulk TIN Matching data file shows a query of the database by a payer with account number 89765 for a match for TIN matches on two taxpayers:

- Matthew Mulberry, who provided an SSN of 183-24-1111
- Acme Incorporated, who provided an EIN of 562-61-1111

Data in ".txt" file:

2;183421111;Matthew Mulberry;89765
1;562611111;Acme Incorporated;89765

What is the maximum number of characters that can be used in a name?
The system will accept a maximum of 40 characters.

What if the individual's name exceeds 40 characters?
Use the first 40 characters of the individual's name in the last name-first name format.

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Will the system find a match if I only have the individual's last name available?
Yes, the system can match to the last name with a TIN supplied as long as the last name is associated with the TIN.

How long will it take to process my request?
You should receive your results within 24 hours of the request.

How will I receive my results?
A copy of the bulk upload file you submitted in e-services TIN Matching will be E-Mailed to you at the address you provided. The results of each TIN Matching request will be appended to the original request.

How do I interpret the results of my Bulk TIN Request?
You will receive a file containing the bulk request data you submitted along with the results. The bulk data you provided in your Bulk TIN Request data file will be repeated. A new field will be added to describe your results:

- 0 = TIN and Name match
- 1 = TIN was missing or was entered incorrectly
- 2 = TIN entered is not currently issued
- 3 = TIN and Name do not match
- 4 = Invalid TIN matching request
- 5 = Duplicate TIN matching request
- 6 = TIN and Name combination matches IRS SSN records.
- 7 = TIN and Name combination matches IRS EIN records.
- 8 = TIN and Name combination matches IRS SSN and EIN records.

The following are sample results from a sample Bulk TIN data file:

1;183421111;Matthew Mulberry;89765;2
2;562611111;Acme Incorporated;89765;0

As you can see, the TIN provided by Matthew Mulberry is not currently issued. The TIN provided by Acme Incorporated matched the IRS records.

What is an "Invalid TIN Matching Request"?
An Invalid TIN Matching Request has a required field missing on a line in the bulk upload file. For example, the following line from a TIN Matching bulk upload file is missing the TIN Name field.

2;562611111;;89765

This line would generate a "4" in the results data file E-Mailed to you, indicating an "Invalid TIN matching request," as follows:
2;562611111;;89765;4

17.5.2 IRS Incorrect TIN Flowchart

IRS Incorrect TIN Flowchart

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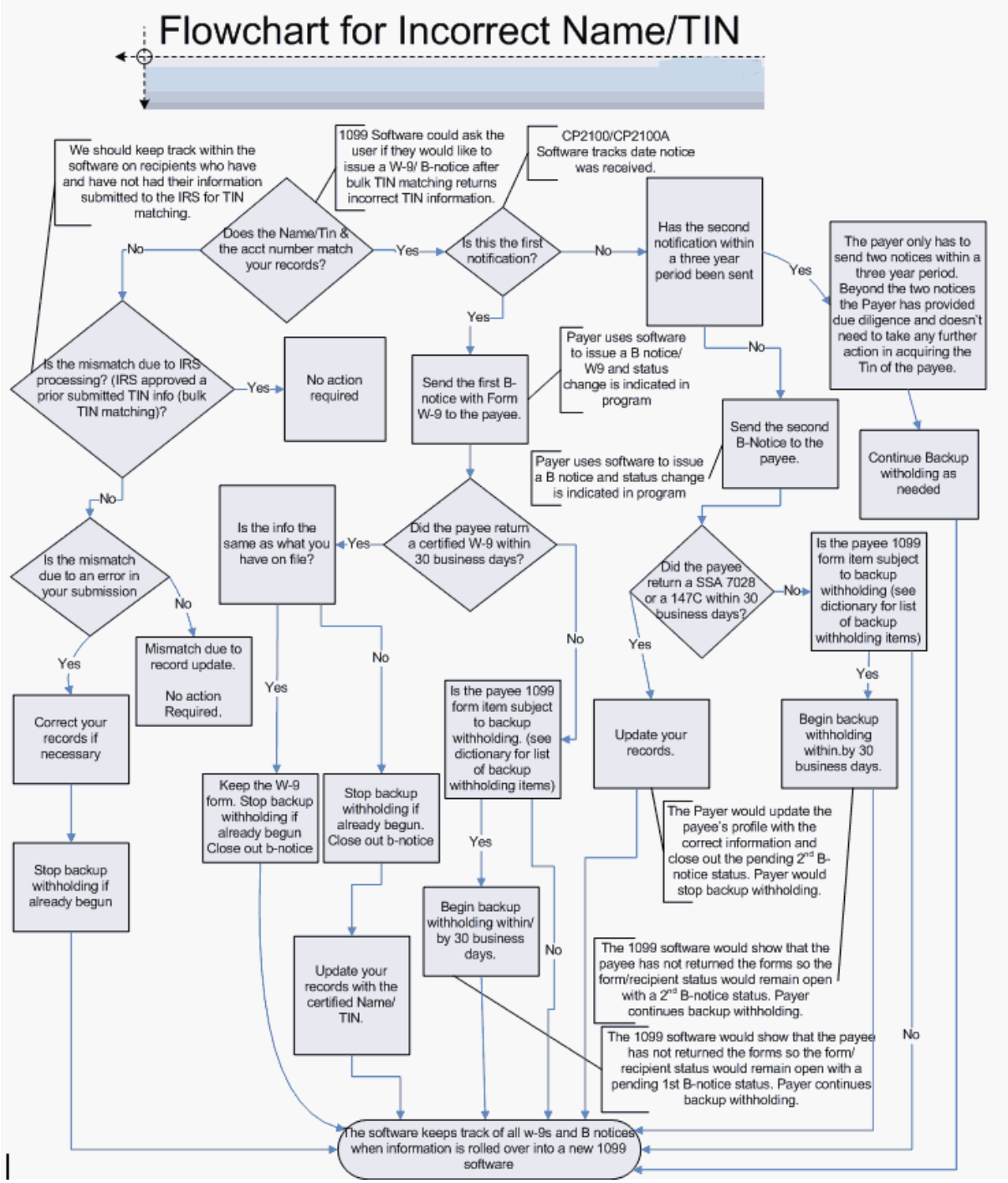
Flowchart for Incorrect Name/TIN
We should keep track within the software on recipients who have and have not had their information submitted to the IRS for TIN matching.
1099 Software could ask the user if they would like to issue a W-9/ B-notice after bulk TIN matching returns incorrect TIN information.
CP2100/CP2100A Software tracks date notice was received.
Does the Name/Tin & the acct number match your records?
No
Yes
Is this the first notification?
No
Has the second notification within a three year period been sent
Yes
The payer only has to send two notices within a three year period. Beyond the two notices the Payer has provided due diligence and doesn't need to take any further action in acquiring the Tin of the payee.
Yes
Is the mismatch due to IRS processing? (IRS approved a prior submitted TIN info (bulk TIN matching)?
Yes
No action required
Send the first B-notice with Form W-9 to the payee.
Payer uses software to issue a B notice/ W9 and status change is indicated in program
No
Send the second B-Notice to the payee.
Payer uses software to issue a B notice and status change is indicated in program
Continue Backup witholding as needed
No
Is the mismatch due to an error in your submission
Is the info the same as what you have on file?
Yes
Did the payee return a certified W-9 within 30 business days?
Did the payee return a SSA 7028 or a 147C within 30 business days?
No
Is the payee 1099 form item subject to backup withholding (see dictionary for list of backup withholding items)
Yes
No
Mismatch due to record update.
No action Required.
Yes
No
Yes
No
Correct your records if necessary
Keep the W-9 form. Stop backup withholding if already begun Close out b-notice
Stop backup withholding if already begun. Close out b-notice
Is the payee 1099 form item subject to backup withholding. (see dictionary for list of backup withholding items)
Update your records.
Begin backup withholding within.by 30 business days.
Yes
The Payer would update the payee's profile with the correct information and close out the pending 2nd B-notice status. Payer would stop backup withholding.
Stop backup withholding if already begun
Yes
Begin backup withholding within/ by 30 business days.
No
Update your records with the certified Name/ TIN.
The 1099 software would show that the payee has not returned the forms so the form/recipient status would remain open with a 2nd B-notice status. Payer continues backup withholding.
The 1099 software would show that the payee has not returned the forms so the form/ recipient status would remain open with a pending 1st B-notice status. Payer continues backup withholding.
No
The software keeps track of all w-9s and B notices when information is rolled over into a new 1099 software

17.5.3 IRS Missing TIN Flowchart

IRS Missing TIN Flowchart

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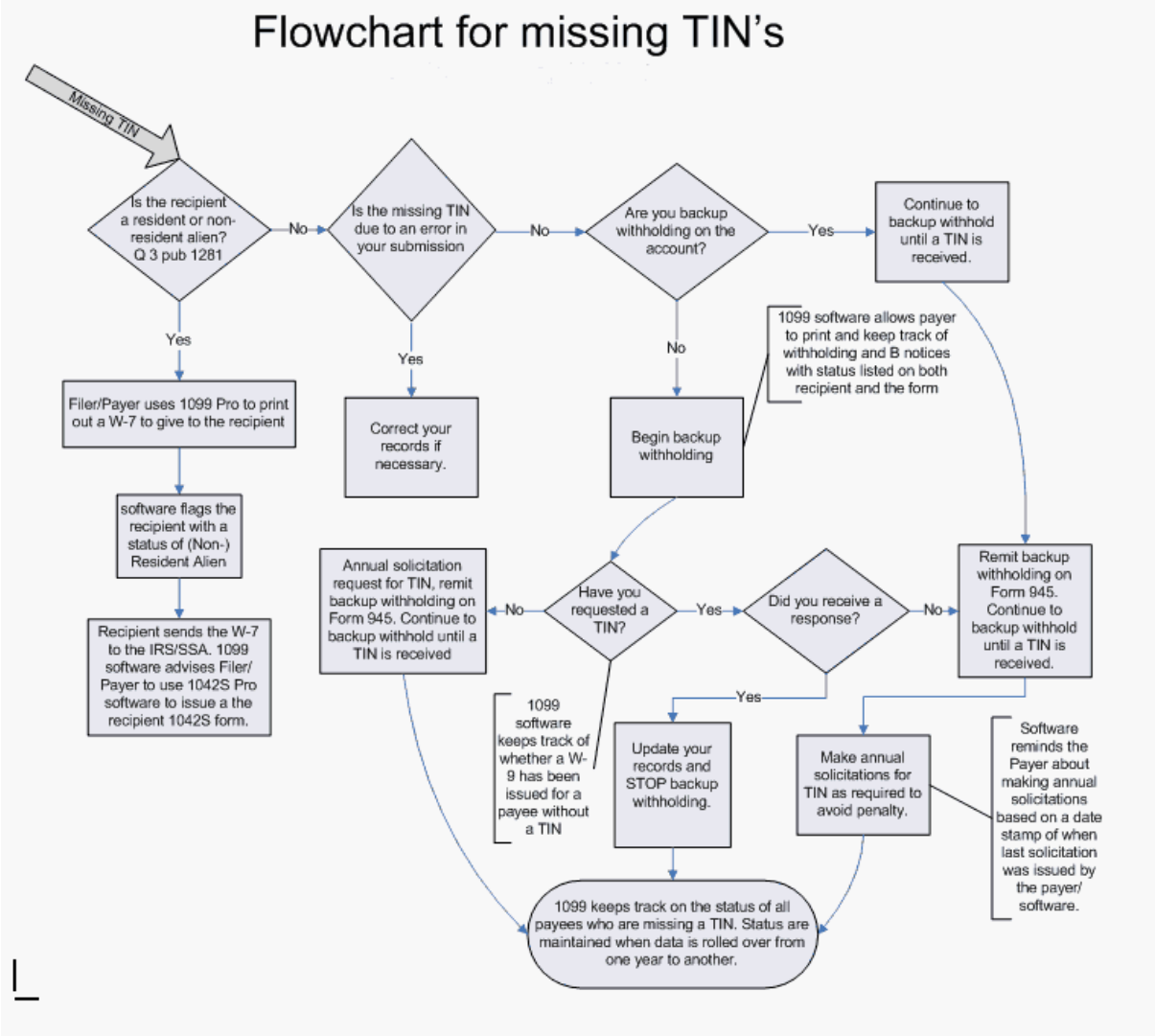
Flowchart for missing TIN's
Missing TIN
Is the recipient a resident or non-resident alien? Q 3 pub 1281
No
Is the missing TIN due to an error in your submission
No
Are you backup withholding on the account?
Yes
Continue to backup withhold until a TIN is received.
Yes
Filer/Payer uses 1099 Pro to print out a W-7 to give to the recipient
software flags the recipient with a status of (Non-) Resident Alien
Recipient sends the W-7 to the IRS/SSA. 1099 software advises Filer/ Payer to use 1042S Pro software to issue a the recipient 1042S form.
Yes
Correct your records if necessary.
No
Begin backup withholding
1099 software allows payer to print and keep track of withholding and B notices with status listed on both recipient and the form
Annual solicitation request for TIN, remit backup withholding on Form 945. Continue to backup withhold until a TIN is received
No
Have you requested a TIN?
Yes
Did you receive a response?
No
Remit backup withholding on Form 945. Continue to backup withhold until a TIN is received.
1099 software keeps track of whether a W-9 has been issued for a payee without a TIN
Yes
Update your records and STOP backup withholding.
Make annual solicitations for TIN as required to avoid penalty.
Software reminds the Payer about making annual solicitations based on a date stamp of when last solicitation was issued by the payer/ software.
1099 keeps track on the status of all payees who are missing a TIN. Status are maintained when data is rolled over from one year to another.

17.5.4 Using Bulk TIN Matching

Using Bulk TIN Matching

If you have questions about specific tax regulations or regulatory services, please contact IRSCompliance.org via
Phone: 877 TAX-REGS (877) 829-7342
Email: compliance@IRSCompliance.org

How does the bulk TIN Matching work?

There are two methods to creating a file for upload into the IRS's Bulk TIN Matching system. Create a file manually or Create a file using the 1099 Pro Export Utility for IRS Bulk TIN Matching

Use the "Export for IRS Bulk TIN Matching" wizard

1. To initiate the Export wizard for IRS Bulk TIN Matching, select Utilities at the top of the screen in 1099Pro, then select Export for IRS Bulk TIN Matching. Click "**Next**".

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2. Select whether to include all "Selected Form Types for All Filers" or "Selected Form Types for Selected Filers". If you select the "Selected Filers" option then on the following screen, choose the filer(s) you want to include in the export process. If not then click "**Next"**.
3. On the next screen it is important to **Note: The IRS does not allow submission of the form types displayed in RED. Only check these form types if you have verified with the IRS or appropriate counsel that it is legal to submit recipients receiving these form types.** Tag the form types you want to include in the export process and then click "**Next"**.
4. Now specify where the export should be created, you may accept the default location of C:\1099 Pro\Pro99T11\EXPORTS or click the "**Select the destination folder**" and choose another location.
5. Click "**Finish"** to generate the file.
6. In the 'Exports' directory you will see two files:
   a) Your primary Bulk TIN file export with a date and time stamp in the file name indicating when you performed the export
   b) A file with the same date and time stampe but the word (duplicates) is appended to the file name.
   When submitting your file to us or to the IRS, **send the primary file , not the file with the word, "duplicates". The duplicates file is for your records, as the IRS will penalize any uploads containing duplicates.**
7. When you are ready to upload your file to us, visit the IRS at http://www.irs.gov/taxpros/ sign up for our purchase our TIN matching service at http://www.1099pro.com/servTINMatch.asp, create an account, and upload your file. It's that simple.

Some important things you should know for the Bulk TIN Matching Feature to function in the 1099 Pro software

1. Maximum acceptable record limit size would be 100,000 records (Excel 2003 or earlier has a 65,000 record limit if submitting to TINcheck).
2. The acceptable file naming convention is as follows: "**1099Pro_Bulk TIN_Batch_1_15-SEP-2011.txt** " (no quotation marks) or similar making sure the file name ends in lower case .txt

What can I expect for the IRS after I upload my TIN match request?

The IRS return file will contain the following responses from the IRS:

Code	Response
0	Name/TIN combination matches IRS records
1	Missing TIN or TIN not 9-digit numeric
2	TIN not currently issued
3	Name/TIN combination does NOT match IRS records
4	Invalid request (i.e., contains alphas, special characters)
5	Duplicate request.
6	(matched on SSN), when the TIN type is (3), unknown, and a Matching TIN and name control is found only on the NAP DM1 database.
7	(matched on EIN), when the TIN type is (3), unknown, and a matching TIN and name control is found only on the EIN/NC database.
8	(matched on EIN and SSN), when the TIN type is (3), unknown, and matching TIN and name control is found only on both the EIN/NC and NAP DM1 databases.

Note: If you submit a record without the required fields (TIN Type, TIN, Name), the response you will receive will be Indicator 4, Invalid Request. If you don't know the TIN Type, enter "3" and the system will check both the SSN and EIN master files. Within 24 hours, the response will be sent to a "secure object repository" and an E-Mail notification will be sent to you indicating a response is waiting. You will have 30 days to access and download the results file. Once accessed, the results are retained for 3 days before being purged. The same

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information you sent in the .txt file will be returned with one additional field containing the results indicator.

18 Filing via Efile

Filing via E-File

FIRE System

Use the Filing Information Returns Electronically (FIRE) System to electronically upload informational returns to the IRS. Electronic files created via the 1099 Pro® Electronic File Wizard fully comply with required IRS record formats per Pub. 1220 including the Combined Federal State Filing Program format. If you have 250 or more records to file you must file electronically or you may be subject to IRS Penalties of $50 per record.

*See **IRS FIRE System** for more information.*

Service Bureau Upload Wizard

The Service Bureau is proud to offer a wide variety of services to registered users of 1099 Pro. Customers are encouraged to schedule their print & mail and electronic uploads appointments now! **Rates and availability are not guaranteed until your appointment is booked.**

*See **Service Bureau Upload Process** to begin*

E-File File Wizard

The 1099 Pro® E-File Wizard simplifies the process of generating Electronic files. The Electronic File Wizard is available to purchasers of the 1099 Pro® Enterprise Edition only. We recommend waiting to generate your electronic files until the end of the filing period. This allows you the maximum amount of time to correct any errors before filing with the IRS.

*See **E-File File Wizard** to learn how.*

Account Number Generation

Why would I need to generate Account Numbers?

1099 Pro® offers a feature that will generate account numbers for each form that does not have an account number. IRS Publication 1220, states on page 77 that the IRS requires account numbers. "Enter any number assigned by the payer to payee that can be used by the IRS to distinguish between information returns. This number must be unique for each information return ..."

*See **How to Generate Account Numbers** for more information.*

Generate State Subset

The "Create State Subset Files" wizard will walk you through the file generation process. As usual you can select all filers or selected filers, all form types or selected form types and all states or selected states. All files are generated in the IRS format detailed in Publication 1220 with record types T, A, B, C, K & F.

*See **How to Generate State Subset Files** for more information.*

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State Identification Number

State ID numbers are assigned by the individual state. For example, in California the Employer Development Department (EDD) assigns a state ID number. Check with your accountant or attorney to determine your company's state ID number. **Many companies do NOT have one.**

*See **State ID Number** for more information*

The Main Screen of the Electronic File Viewer (with file open)

After you open the Electronic File you will see the contents of the file. The left side of the window contains a listed hierarchy of "T", "A", "B", "C", "K", and "F" records. As you highlight each field, (i.e. The "T" record field for a Transmitter, the right side of the window displays to data in relation to the current field selected on the left. While navigating up and down in a vertically with the cursor keys on the keyboard, you will notice that you must click with your mouse in order to have the right pane to display the data. The top of the screen contains an overall summary of the Transmitter Detail. There are also two different viewing options. View as Field List and View as Text.

*See **Electronic File Viewer** for more information*

File Format Illustration

The 750 Byte file structure may be either sequential or random. If a sequential file is created, the record delimiter - the combination of a CARRIAGE RETURN (CR) character and a LINE FEED (LF) character- must occur in that sequence (CR/LF) and only once following the end of each record. There must be no delimiter before the first record. Random files must have a record length of exactly 750 bytes. The CARRIAGE RETURN and LINE FEED should follow the record after position 750 in what would be positions 751 & 752. All data records must be a fixed length of 750 bytes.

*See **File Format Illustration***

Viewing Options

Your options for viewing data in a 750 byte record length file are viewing the data in a field by field format or to view it specifically as text.

*See **Viewing Options** for more information*

18.1 Efile States Subset File Wizard

E-File States Subset File Wizard

Just click on the "**Create State Subset Files**" button when you go to generate your E-File.The wizard will walk you through the file generation process. As usual you can select all filers or selected filers, all

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form types or selected form types and all states or selected states.

All files generated will be in the 750 byte format per Publication 1220 from the IRS unless otherwise noted*. -- not all states use the 1220 format.

***1099 Pro Corporate Suite generates** files for the following states which use a format other than that laid out in publication 1220: AL, PA, NE, MD, MN, NM, UT, and ID.

While 1099 Pro makes every effort to keep this information updated it is YOUR responsibility to verify the state(s) receiving files created through this wizard will accept both the format and the data generated prior to submission.

18.1.1 State ID Number

State ID Numbers

State ID numbers are assigned by the individual state. For example, in California the Employer Development Department (EDD) assigns a state ID number. Check with your accountant or attorney to determine your company's state ID number. **Many companies do NOT have one.**

To add/change/delete a State ID Code

- Refer to Browse the Filers File screen, or
- New! Add a State ID directly at the Select State ID database while adding or changing a record.

To access the Select State ID database

When adding or changing a record place your cursor in:

- 1099-MISC Box 17
- 1099-R Box 11
- W-2G Box 13

Hit the <F2> key or right-click your mouse to access the Select State ID database.

18.1.2 What can I expect from the States Subset File Wizard

What can I expect from the States

What will happen when I generate my State Subset Files?

Your files will be placed in the "MagFiles" directory unless you have selected a different directory. State Files will be labeled by State Abbreviation, Date & Time with a TXT extension.

Example: "CA TAX 2-25-09 5-01PM.TXT"

The E-File Viewer ™ mentioned earlier will launch and you will be able to load and view your files or

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close the E-File Viewer ™.

Where you generate E-Files also doubles as the Completed E-File Session List. You can identify individual state files from the Completed E-File Session List as the "Trans Type" column will have the two letter state abbreviation followed by the type of file generated e.g. "CA:Original". Detailed listings of any E-File file generated can be obtained by highlighting the E-File session in question and then by clicking on the button "**View/Print Log Report**". These reports can be previewed to the screen and or printed. Additionally the IRS form 4804 can be printed in the same manner if desired for any E-File session.

Note: See IRS Publication 1220 for more details.

18.1.3 How do I Generate State Subset

How do I Generate State Subset Overview

☑ Important Disclaimer - Please Read

All files generated will be in the 750 byte format per Publication 1220 from the IRS unless otherwise noted*. -- not all states use this format.

*The following states use a format other than that laid out in publication 1220: AL, PA, NE, MD, MN, NM, UT, and ID. 1099 Pro currently creates files in the formats for these states

While 1099 Pro makes every effort to keep these formats updated it is your responsibility to verify the state(s) receiving your files will accept both the format and the data generated prior to submission.

Background

The IRS format as per Publication 1220 is the most widely accepted format for states receiving files. However some states require different formats. Check with each state to see if they will accept the format listed, paper filing, or … 1099 Pro maintains various hyperlinks to states in the "**Compliance**" section of our website at www.1099pro.com

So how does 1099 Pro know the "**tax state**" for a recipient? It's easy, the "**tax state**" is determined by the following rules:

1. State Withholding: if there is state withholding on a form for a state then that state is the "**tax state**" regardless of the recipient's address or category. These forms include the 1099-MISC, 1099-R and W-2G.

2. Override default for State tax reporting: If you use the optional "**Override default for State tax reporting**" button, located on the right hand pane of the form entry window, the selected state will override the recipient's state in their address.

3. Recipient Address: If there is no state withholding and a different state is not selected in the "Override default for State tax reporting" box as discussed above then the state in the recipient address will be used.

☑ **TIP Number 1**: Be careful of potential duplicate filings where you may have already filed your data in the Combined Federal State Filing Program. If you have specific questions concerning state filing, please contact that state.

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☑ **TIP Number 2**: 1099 Pro is capable of combining multiple filers with the multiple form types in one file. If you want separate files for Filers A, B and C and multiple form types then consider processing one Filer and Form type at a time.

*See **E-File States Subset File Wizard** to begin the process*

18.2 Combined Federal/State Filing Program

Combined Federal/State Filing Program

(1099 Pro® Enterprise/1099 Pro Corporate Suite Customers Only - Note: This is not required if you are using 1099 Pro's SAS 70 Type II Service Bureau to submit your records electronically to the IRS.)

The Combined Federal/State Filing Program is open to electronic filers.

First time participants in this program must:

1. Obtain a Transmitter Control Code (TCC) if you do not already have one using form 4419.

2. Submit a test file to the IRS. Test files may be generated via the Electronic Wizard.

   - Hard copy print tests are no longer acceptable.
   - Electronic test files may be submitted between November 1, 2011, and February 15, 2012.
   - A test file should consist of at least 11 total records for recipients from any of the states participating in the Program.

   • **Internal Revenue Service**
   Enterprise Computing Center - Martinsburg ***(Formerly Martinsburg Computing Center)***
   Information Reporting Program
   230 Murall Drive
   Kearneysville, WV 25430

Participating States
Participating states include: AL, AR, AZ, CA, CO, CT, DC, DE, GA, HI, IA, ID, IN, KS, LA, MA, MD, ME, MN, MO, MS, MT, NC, ND, NE, NJ, NM, OH, SC, UT, VA, and WI.

Forms NOT Included In Program
The following informational returns MAY NOT be filed under this program: 1098-E, 1098-T, 1098-MORT, 1099-A, 1099-B, 1099-C, 1099-LTC, 1099-SA, 1099-S, 5498-SA and W2-G.

Forms INCLUDED in the program
The following information returns may be filed under the Combined Federal/State Filing Program: 1099-DIV, 1099-G, 1099-INT, 1099-MISC, 1099-OID, 1099-PATR, 1099-R, and 5498.

Test Files

1. Electronic test files coded for this program must be submitted between November 1, 2011, and February 15, 2012.

2. A test file is only required for the **first** year when you apply to participate in the Program. Each

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record, both in the test and the actual data file, must conform to this Revenue Procedure.

3. While a test file is only required for the first year when a filer applies to participate in the Program, it is highly recommended that a test be sent every year you111 participate in the Combined Federal/ State Filing program. Each record, both in the test and the actual data file, must conform to the current Revenue Procedure.

4. Electronic filers must log on to the FIRE System within two business days to check the acceptability of their test file. The new test file must be transmitted by between November 1, 2011, and February 15, 2012.

1099 Pro Service Bureau

If the Service Bureau is filing your informational returns a test file is not required.

IRS Publication 1220, Sec. 13 Excerpt

COMBINED FEDERAL/STATE FILING PROGRAM*

The Combined Federal/State Filing Program was established to simplify information returns filing for the taxpayer. IRS/MCC will forward this information to participating states free of charge for approved filers. Separate reporting to those states is not necessary.

Some participating states require separate notification that the payer is filing in this manner. Since IRS/ MCC acts as a forwarding agent only, it is the payer's responsibility to contact the appropriate states for further information [emphasis added]..

"All corrections properly coded for the Combined Federal/State Filing Program will be forwarded to the participating states."

** See IRS Pub. 1220 for a complete description. Contact your state agency for individual State requirements.*

18.3 Federal Thresholds (CS Version only)

Federal Thresholds (Corporate Suite Only)

The Federal Thresholds are values that represent the minimum amount that you are required to report the IRS and to the payee for each 1099 form. If you pay a less then the threshold for that particular form you do not need to file a 1099 form for that payee.

18.4 FIRE System

FIRE System

Use the Filing Information Returns Electronically (FIRE) System to electronically upload informational returns to the IRS. Electronic files created via the 1099 Pro® Electronic File Wizard fully comply with required IRS record formats per Pub. 1220. The FIRE System is available 24 hours a day, 7 days a week to any transmitter and can be reached by visiting https://fire.irs.gov. The FIRE System can be accessed by opening a web browser, accessing the Internet and typing in the address https://fire.irs.gov in the address field.

To use the FIRE System you must have a valid Transmitter Control Code (TCC). Filers who currently

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have a TCC for Electronic filing do not have to request a second TCC for electronic filing. All transmitters are required to have User ID, Password, and PIN which is obtained thru the FIRE System after obtaining a TCC.

For more information on the IRS Fire System select **Forms** from the main menu, then select "**IRS instructions and blank forms"** from the drop down menu**,** then double click on "**Filing Information Returns Electronically**" from the View or Print Blank Forms and Instructions (PDF Format) screen.

Alternately you can view the form via the internet by clicking here.

18.5 IRS Name Control

IRS Name Control

For 1099's and W-2G's, The following overview provides an explanation on the taxpayer identification number matching process and the development of name controls. Understanding this process could help decrease the filing of incorrect information returns such as 1099 documents used to report various types of income and W-2G's used to report gambling winnings.

The information returns you file must include a correct name and taxpayer identification number (TIN) combination to allow the IRS to match the information reported against the income included on the payee's income tax return. They check whether a name/TIN combination is correct by matching it against a file containing all social security numbers (SSNs) issued by the Social Security Administration and against a file containing all employer identification numbers (EINs) issued by the IRS. Then, they compare the name control on the payee document (if provided) to the name control on file. If a name control is not provided or is provided incorrectly, they develop it from the name(s) provided on the first two name lines of the information return. If they can match a developed name control to the name control in our records, they consider it to be correct. If no match is found using this process, they consider your name/TIN combination to be incorrect.

Name Controls
A name control consists of up to four characters. To help ensure that the name/TIN combination for an account matches the name/TIN combination on SSA or IRS files, use the following information when you open an account for a payee.

Individuals
The IRS develops name control for an individual from the last name on the return. For example:

- Ralph **Teak** Dorothy **Will**ow Joe **McCe**dar

For an individual that has a hyphenated last name, they develop the name control from the first of the two last names. For example:

Brandy **Ceda**r-Hawthorn Victoria **Wind**sor-Maple

For Joint Names
Regardless of whether the payees use the same or different last names, they develop the name control from the primary payee's last name. For example:

Joseph **Ash** & Linda Birch Edward & Joan **Mapl**e

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Sole Proprietors
The IRSs generally develop the name control for a sole proprietor, who may have both a SSN and an EIN,
from the individual's last name (not the business name) on the information return. For example:

Mark & Jane **Heml**ock Karen **Birc**h
The Sunshine Café Ace Computer Co.

HINT: Sole proprietors should enter their business, trade, or "doing business as" name on the second name line of the information return.

Other Organizations

They develop the name control for other organizations from the entity's name on the original Form SS-4 (which was used to apply for the EIN). For example:

St. Bernard's Methodist Church **ABC C**ompany
Building Fund Main Street Store

Knowing how name controls are developed should be helpful in the filing of correct information returns.

Reminder: If a payee has changed his or her last name, for instance, due to marriage, he or she
SHOULD inform the Social Security Administration of the name change.
HINT: On name line one of the Form 1099, a payor should enter the payee's first name and new last name (if the change has been made with SSA), or the payee's first name, former last name, and
new last name (if the change has not been made with SSA).

18.6 E-File Wizard

E-File File Wizard

Note: If you require that your records be sorted by TIN when generating your electronic filing then you must add & save the following line in the [System] portion of your .ini file found in the Admin folder. (Default installation location is C:\1099 Pro\Pro99T11Admin\Pro99T11.INI)

!!Warning!! Altering settings in this location could potentially damage the software, please contact 1099Pro if you need assistance with this process. **!!Warning!!**

When completed, your new entry should look like this

[System]
EnableMagTinSort=1

Note: A value of 1 will sort by FilerID,RCPTin which will increase processing time. A value of 0 (default) will sort by FilerID.

To Generate Files:
1. On the task panel select the Filing & Corrections section and then the Electronic Filing icon.

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2. At the Filing via E-File screen select the "Create a new 1220 format file for e-file" (Begin a new file generation process in Corporate Suite) button.

3. At the 1099 Pro E-File Wizard click **"Next**" to proceed. Use the "**Back**" button at any time to go back a step.

4. Choose a method for selecting eligible records. Eligible records include those that have NOT been voided or previously filed.

   - **ALL Forms for ALL Filers:** This option automatically selects every eligible form for all filers.
   - **Selected Form Types for ALL Filers:** This option prompts you to manually select (tag) the form types to include in the export file. All filers are processed.
   - **Selected Form Types for Selected Filers**: This option prompts you to manually select (tag) both the filers and form types to include in the export file.

5. Select the type of file to generate:

   - **Original:** Select if submitting file for the first time to the IRS.
   - **Correction:** Select if, after submitting file to the IRS, you need to change data. For example, a TIN, amount or form type were incorrect.
   - **Test:** Select if creating a test file for submission to the Combined Federal/State Filing Program.
   - **Replacement of Original File:** Select if the IRS requests a replacement because the original file was damaged.
   - **Replacement of Correction File**: Select if the IRS requests a replacement because the corrected file was damaged.

6. Select how you want to submit the file to the IRS/MCC. Form 4804 is no longer required for electronic filing.

   - **Electronic Filing**

7. Select whether to apply optional Federal Thresholds and the filtering criteria.
   - **Apply Federal Thresholds:** This option applies the Federal Thresholds to the data being considered for your E-File.
   - **Do Not apply Federal Thresholds:** This option will NOT apply the Federal Thresholds to the data being considered for your E-File.
   - **Use EIN in Threshold Filter:** Applies Federal Thresholds to a recipient for a particular form type and totals recipient amounts based on one Filer TIN.
   - **Use PCode in Threshold Filter:** Applies Federal Thresholds to a recipient based on PCode as opposed to Filer TIN.
8. Select the destination folder. Default location is C:\1099 Pro\Pro99T11\MagFiles.

9. Verify Transmitter Information. Changes made here are temporary and affect this session only. To make permanent changes exit the E-File Wizard and go to the Update E-File Transmitter Information screen.

10. Verify Contact and Company Information. Changes made here are temporary and affect this session only. To make permanent changes exit the E-File Wizard and go to the Browse the Filers screen.

11. Select filers for submission to the Combined Federal/State Filing Program. You must have prior permission from the IRS to participate in this program.
    - Changes made to a filer's Combined status are permanent. Combined status may also be set at the Browse the Filers screen.

12. Click "**Finish**" to begin creating your electronic files.

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- **Electronic Files:** See FIRE System for information on uploading your file to the IRS.

☑ Any data entered in the optional Location Code field flows through to the B record positions 41-44 as the "Payer's Office Code".

18.6.1 E-File Sort Order

Changing the default sort order

If you require that your records be sorted by TIN when generating your electronic filing then you must add & save the following line in the [System] portion of your .ini file found in the Admin folder. (Default installation location is C:\1099 Pro\Pro99T11\Admin\Pro99T11.INI)

!!Warning!! Altering settings in this location could potentially damage the software, please contact 1099Pro if you need assistance with this process. **!!Warning!!**

When completed, your new entry should look like this

[System]
EnableMagTinSort=1

Note: A value of 1 will sort by FilerID,RCPTin which will increase processing time. A value of 0 (default) will sort by FilerID.

18.6.2 FIRE upload process

FIRE system upload

The purpose of this tutorial is to guide you through account creation for the IRS FIRE (Filing Information Returns Electronically) system and uploading your file to the IRS.

Note: this process applies to 1098's, 1099's, 5498's, 1042-S's and W-2G's, Not W-2's.

If you have never created an IRS FIRE system account, you will need to do so.

1. Visit http://FIRE.IRS.gov
2. Click on the link labeled Create New Account
3. Now you will be asked to enter your company specific information. Enter your information in the indicated fields.

Note: This is critical because if there is any problem with the file, this is the information the IRS will use to attempt to contact you.

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Create FIRE System Account
Please complete the form below. All fields are required unless noted otherwise. If you already have an account, you can go ahead and Log on
*Do you already have an account but can't remember your password?
Give us a call toll-free at 1-866-455-7438 to assign a new password.
Company 1099 Pro Tax Software Professionals
Address 23901 Calabasas Road, Suite 2080
City Calabasas
State CA
ZIP 91367
Phone 888 - 776 - 1099
Exten (Optional)
Contact 1099 Pro Customer Service
E-mail CustomerService@1099pro.com
Submit

4. Once you have completed filling the information in, click "**Submit**" to continue.
5. You will be taken to a screen where you can create a user name and a password for accessing the IRS FIRE system. Read the directions carefully.

NOTE: The password that you create MUST be 8 characters in length, and have an upper case, a lower case and a numeral, but cannot contain your user id or personal name.

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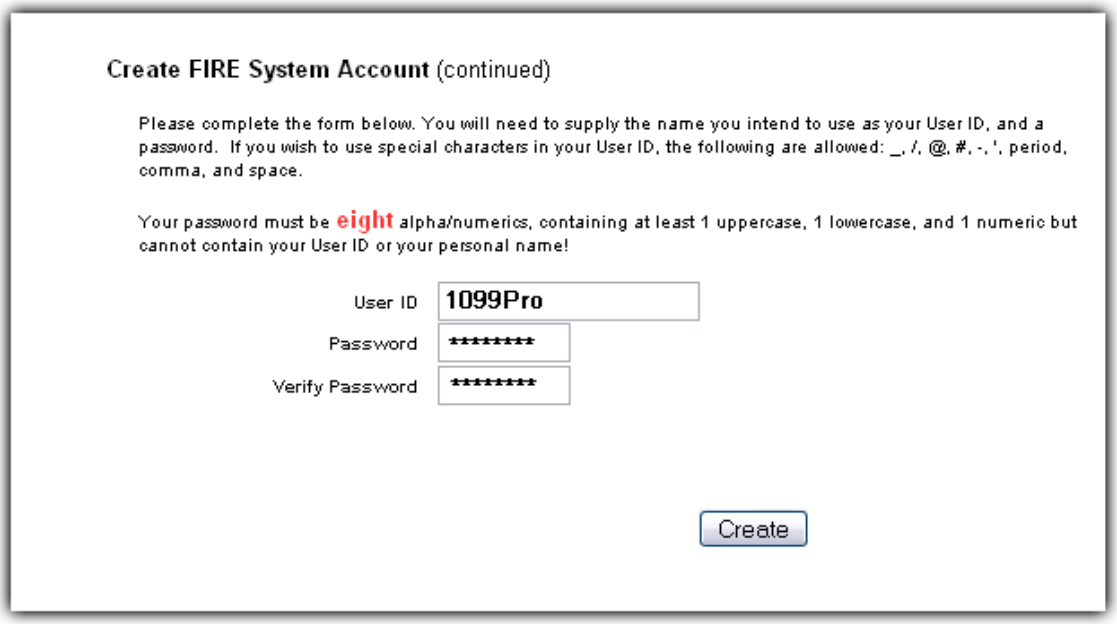
Create FIRE System Account (continued)
Please complete the form below. You will need to supply the name you intend to use as your User ID, and a password. If you wish to use special characters in your User ID, the following are allowed: _, /, @, #, -, ', period, comma, and space.
Your password must be eight alpha/numerics, containing at least 1 uppercase, 1 lowercase, and 1 numeric but cannot contain your User ID or your personal name!
User ID
1099Pro
Password
Verify Password
Create

6. Once you have input your chosen user name and password, click the "**Create**" button.
7. You will be asked to create a pin number. This number will be used when you upload your file (which is created by the 1099 Pro software).
8. Once you are done with the PIN creation process click the "**Submit**" button.

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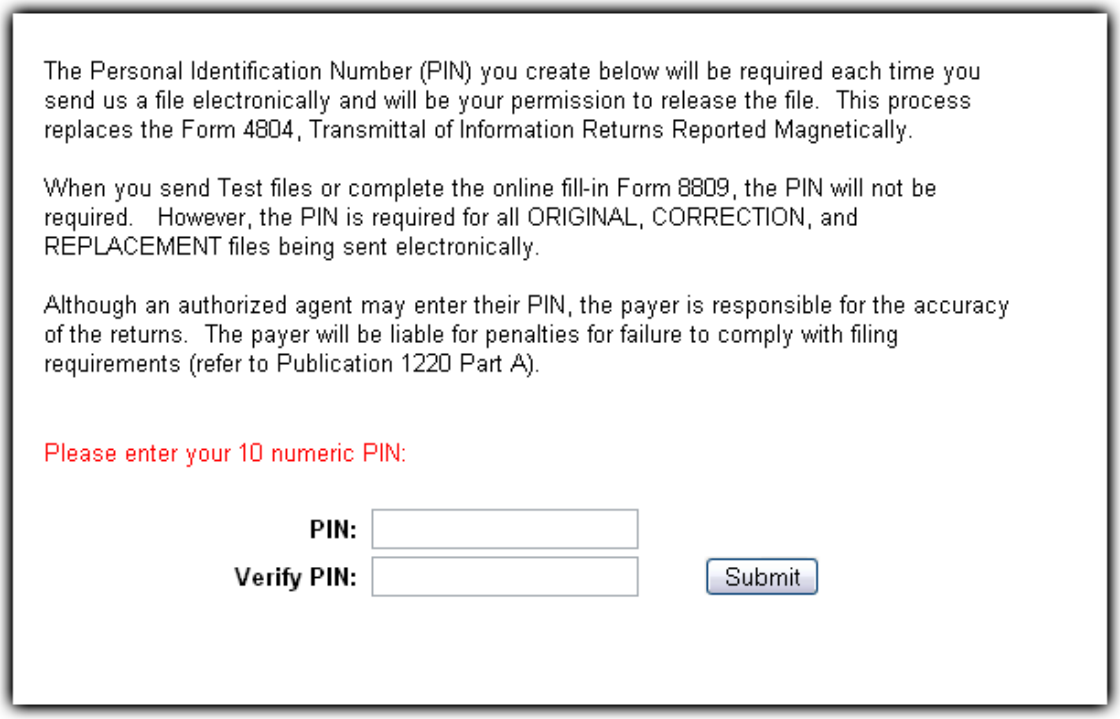
The Personal Identification Number (PIN) you create below will be required each time you send us a file electronically and will be your permission to release the file. This process replaces the Form 4804, Transmittal of Information Returns Reported Magnetically.
When you send Test files or complete the online fill-in Form 8809, the PIN will not be required. However, the PIN is required for all ORIGINAL, CORRECTION, and REPLACEMENT files being sent electronically.
Although an authorized agent may enter their PIN, the payer is responsible for the accuracy of the returns. The payer will be liable for penalties for failure to comply with filing requirements (refer to Publication 1220 Part A).
Please enter your 10 numeric PIN:
PIN:
Verify PIN:
Submit

9. Now you will be redirected to the FIRE system account page, where you can make modifications to your account, or you can upload the file that 1099 Pro has created.
10. To continue with the file upload process, click on the "**Send Information Returns**" link in the top left corner.
11. You will be asked to enter your TCC and EIN at this point. Once you have entered this information, click the "**Submit**" button.

Note: If you do not have a TCC number you will need to complete form 4419 and submit the completed document to the IRS (http://www.irs.gov/pub/irs-pdf/f4419.pdf)

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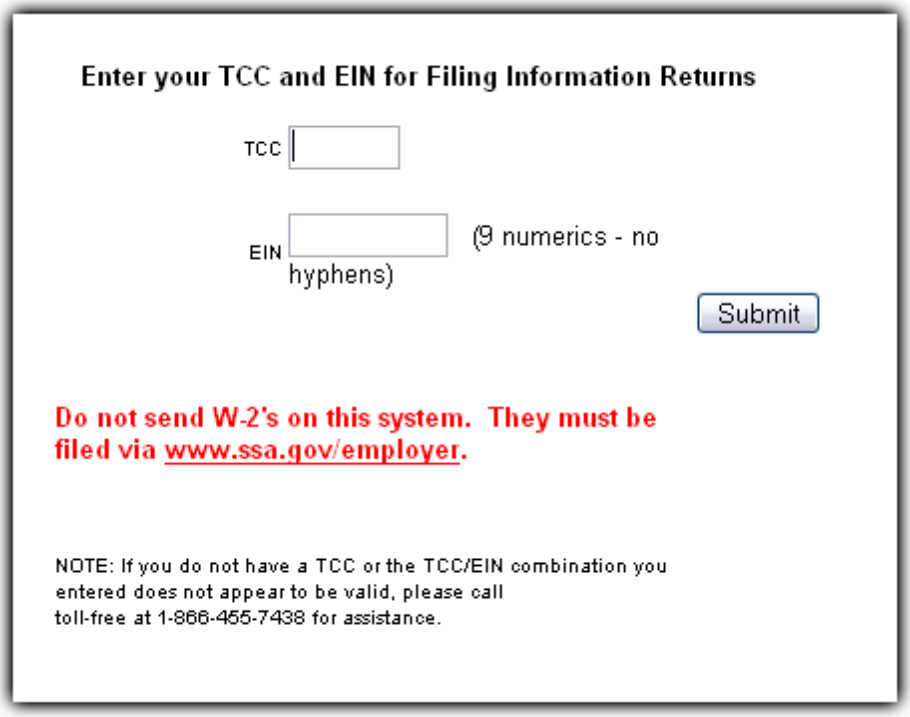
Enter your TCC and EIN for Filing Information Returns
TCC
EIN
(9 numerics - no hyphens)
Submit
Do not send W-2's on this system. They must be filed via www.ssa.gov/employer.
NOTE: If you do not have a TCC or the TCC/EIN combination you entered does not appear to be valid, please call toll-free at 1-866-455-7438 for assistance.

12. Now you will be shown your contact information. You can make any adjustments that are necessary, and once you are done, click the "**Accept**" button.
13. Here you will be shown a list of links, and you will choose what type of file you are uploading.

- **Original File**: An information return that has never been reported.

  1. Once you have clicked on the "**Original File**" link, you will be asked to enter the PIN number that you created in step 7. Once you have done this, click "**Submit**".
  2. Now you will need to click on "**browse**" and locate the file that the 1099 Pro software created for you.
  3. After locating the file, click the "**Upload**" button to send it to the IRS.

- **Replacement File**: If an original or correction information return is bad, it must be sent as a replacement file after you fix the errors.

Note: This is not a correction file; this is only resending files that received a file status of bad. For a corrections file, click on the "**Amended/Correction File**" link.

Note: Once you have clicked on the "**Replacement file**" link you will need to choose if you are replacing an Electronic file. The 1099 Pro software generates E-File.

- **Amended/Correction File**: An information return which is submitted by the transmitter, in order to correct an information return that was previously submitted and processed by the IRS, but contained erroneous data. An amended/correction file will only contain the records in error, not the entire original submission. If you are sending a 1042-S file, you would click on Amended File. Otherwise, click on Correction File.

  1. Click on "**Correction file**".
  2. You will be prompted to enter the PIN you created in step 7 of this tutorial. Once you have done this click "**Submit**".
  3. You will now need to click on "**Browse**" and locate the file that you created using the 1099 Pro software. Once you have located the file, you will need to click on the "**Upload**" button.

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- **Test File:** This option is used to test your files for the upcoming tax year.

    1. Click on the "**Test File**" link.
    2. Click on Browse and locate the test file that you created using the 1099 Pro software. Once you have done this, click on the "**Upload**" button.

Note: Test dates are as follows:

Form 1042-S: 11/1 - 2/15
Form 8027: 11/1 - 2/15
All Others: 11/1 - 2/15

Note: If you are submitting a correction file, you will have to select the "**Test file**" option in the 1099 Pro software during the E-File generation process.

Once you are done with uploading any electronic files to us, click on "**Logout"** to complete your upload session.

Log Off the FIRE System
Thank you for using the FIRE system.
Please close your browser at this time! The account information you entered remains in your web browser's cache until you close the browser.
Close Web Browser

18.7 Electronic Filing Session Window

E-File Filing Session Window

The E-File Filing Session window contains many of the electronic filing functions available in 1099 Pro. From this window you can generate the following electronic files:

1. Federal E-File - These files can be submitted to the IRS via their web site at http://fire.irs.gov
2. State Quarterly File - These files contain quarterly filing information for submission to a desired state.
3. State Subset File - State Subset files contain data for selected states ONLY.

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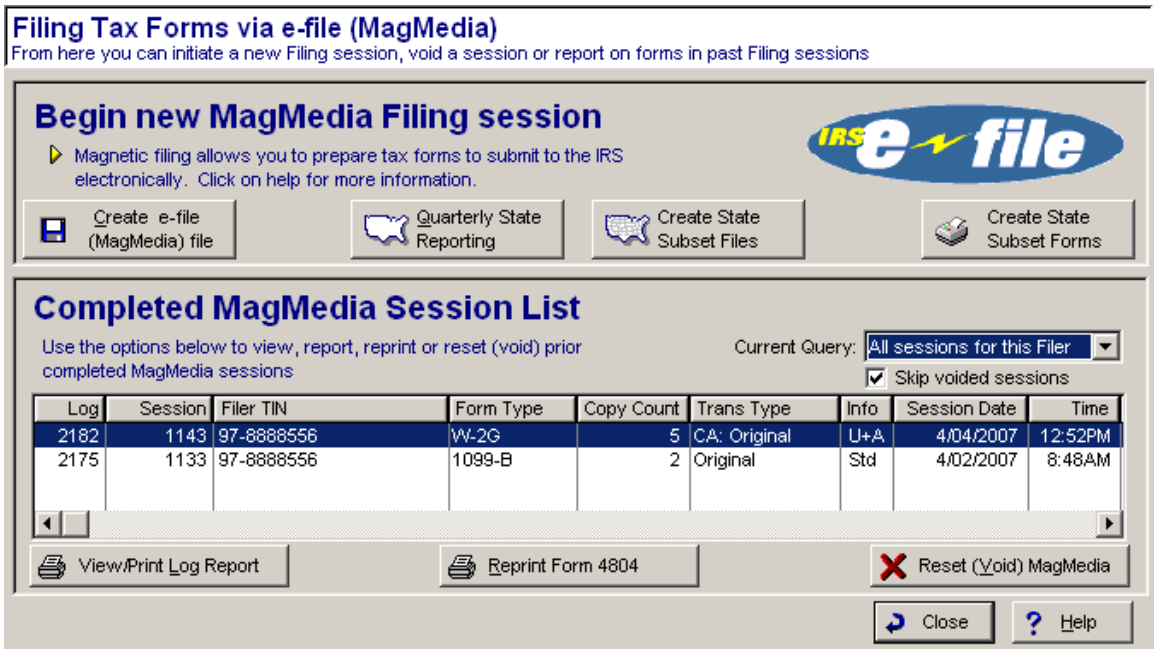
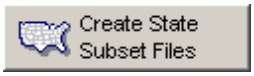

Filing Tax Forms via e-file (MagMedia)
From here you can initiate a new Filing session, void a session or report on forms in past Filing sessions
Begin new MagMedia Filing session
Magnetic filing allows you to prepare tax forms to submit to the IRS electronically. Click on help for more information.
IRS e-file
Create e-file (MagMedia) file
Quarterly State Reporting
Create State Subset Files
Create State Subset Forms
Completed MagMedia Session List
Use the options below to view, report, reprint or reset (void) prior completed MagMedia sessions
Current Query: All sessions for this Filer
Skip voided sessions
Log Session Filer TIN Form Type Copy Count Trans Type Info Session Date Time
2182 1143 97-8888556 W-2G 5 CA: Original U+A 4/04/2007 12:52PM
2175 1133 97-8888556 1099-B 2 Original Std 4/02/2007 8:48AM
View/Print Log Report
Reprint Form 4804
Reset (Void) MagMedia
Close
Help

Generating Electronic Files:

Clicking on the "**Create e-file**" button will begin the wizard for generating federal electronic filing files.

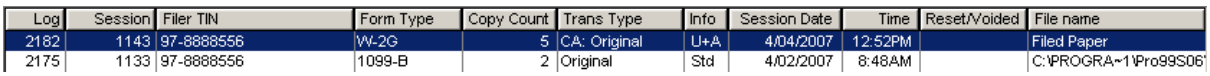
Clicking on the "**Quarterly State Reporting**" button will begin the wizard for generating quarterly state files.



Clicking on the "**Create State Subset Files**" button will begin the wizard for generating a state subset electronic filing file.

E-File Session Log:

The E-File Session Log contains details regarding any files or forms you have generated using the E-File wizard. The session log will display information all forms or files ever generated using 1099 Pro.



Log	Session	Filer TIN	Form Type	Copy Count	Trans Type	Info	Session Date	Time	Reset/Voided	File name
2182	1143	97-8888556	W-2G	5	CA: Original	U+A	4/04/2007	12:52PM		Filed Paper
2175	1133	97-8888556	1099-B	2	Original	Std	4/02/2007	8:48AM		C:\PROGRA~1\Pro99S06

Log: The log number is a specific number assigned to every individual file generated by the E-File wizard.
Session: The session number is a number assigned to any group of files generated together by the E-File wizard.
Filer TIN: This is the TIN number of the filer that the assoicated records were generated for.
Form Type: This is the form type of the records that were generated.
Copy Count: The number of forms generated for that particular log.

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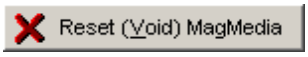
Trans Type: The Trans Type describes the type of transaction that was processed for that session.
Info: The info field will display information regarding how the file was processed. The information displayed here can be broken up into two categories:

1. **Federal Files**
   - CFS: This denotes that the file generated had the Combined Federal and State filing flag set to on in the file generated.
   - Std: This denotes that the file generated did NOT have the Combined Federal and State filing flag set on.
2. **State Files**
   - The info field for state files use the following pattern: Letter + Letter (e.x. U+A).
   - The first letter position denotes the primary process filter:
     - U: Unfiled Records
     - A: All Records
   - The second position is a static "+" (plus).
   - The third letter position denotes the threshold setting used:
     - A: Indicates that no thresholds were applied (all eligable forms were selected).
     - S: Denotes that only state thresholds were applied.
     - F: Denotes that only federal thresholds were applied.

Session Date: This field displays the date that the E-File session was run on.
Time: This field displays the time at which the E-File session was run.
Reset/Void: This field indicates whether or not a particular session has been void/reset.
File name: This field displays where the file that was generated was stored.

The "View/Print Log Report" button will allow you to generate a totals report on the currently selected session.



The "Reset (Void) E-File" button will allow you to void/reset the currently selected filing session along with any log i.d.'s associated with that session.

18.8 Reset E-File Session

Reset E-File Session

Void a E-File session and all records are automatically reset to their pre-E-File status.

To reset session

1. On the task panel select the Filing & Corrections and then File via E-File or Disk icon.

2. At the Completed E-File Session List highlight a session and click the "**Reset (Void) E-File**" button.

3. 1099 Pro® prompts, "Are you sure you want to void this transmittal?" Click "**Yes**" to proceed or "**No**" to cancel.

   - The "Trans Type" column indicates that the session has been voided.

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18.9 Rule-of-250

Rule-of-250

The **Rule-of-250** states that any filer submitting 250 or more forms of any one type must submit those forms electronically. Failure to do so may result in fines of up to $50 per form.

If you are not signed up for the IRS FIRE system or do not wish to do so our SAS 70 TYPE II Service Bureau offers electronic filing services. Please call us at (866) 444-3559 to schedule an appointment and obtain pricing.

Please see the excerpts below from the IRS General Instructions for Forms 1099, 1098, 5498, and W-2G.

1099 Informational Returns

Electronic reporting may be required for filing all information returns discussed in these instructions (see Who must file electronically on this page). Different types of payments, such as interest, dividends, and rents, may be reported in the same submission.

Pub. 1220 provides the procedures for reporting electronically and is updated annually. Pub. 1220 is available on the IRS website at *www.irs.gov*. You can file electronically through the Filing Information Returns Electronically System (FIRE System); however, you must have software that can produce a file in the proper format according to Pub. 1220. The FIRE System does not provide a fill-in form option. The FIRE System operates 24 hours a day, 7 days a week. You may access the FIRE System via the Internet at *http://fire.irs.gov*. See Pub. 1220 for more information

Who must file electronically:
If you are required to file 250 or more information returns, you must file electronically. The 250-or-more requirement applies separately to each type of form. For example, if you must file 500 Forms 1098 and 100 Forms 1099-A, you must file Forms 1098 electronically, but you are not required to file Forms 1099-A electronically. The electronic filing requirement does not apply if you apply for and receive a hardship waiver. See How to request a waiver from filing electronically below.

The IRS encourages you to file electronically even though you are filing fewer than 250 returns.

Filing requirement applies separately to originals and corrections.
The electronic filing requirements apply separately to original returns and corrected returns. Originals and corrections are not aggregated to determine whether you are required to file electronically. For example, if you file 400 Forms 1098 electronically and you are making 75 corrections, your corrections can be filed on paper because the number of corrections for Form 1098 is less than the 250 filing requirement. However, if you were filing 250 or more Form 1098 corrections, they would have to be filed electronically.

How to get approval to file electronically:
File Form 4419, Application for Filing Information Returns Electronically, at least 30 days before the due date of the returns. File Form 4419 for all types of returns that will be filed electronically. See Form 4419 for more information. Once you have received approval, you need not reapply each year. The IRS will provide a written reply to the applicant and further instructions at the time of approval, usually within 30 days.

How to request a waiver from filing electronically:
To receive a waiver from the required filing of information returns electronically, submit Form 8508, Request for Waiver From

Filing information returns Electronically, at least 45 days before the due date of the returns. You cannot apply for a waiver for more than 1 tax year at a time. if you need a waiver for more thank 1 year, you must reapply at the appropriate time each year.

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If a waiver for original returns is approved, any corrections for the same types of returns will be covered under the waiver.
However, if you submit original returns electronically but you want to submit your corrections on paper, a waiver must be approved for the corrections if you must file 250 or more corrections.
If you receive an approved waiver, do not send a copy of it to the service center where you file your paper returns. Keep the waiver for your records only.

Penalty:
If you are required to file electronically but fail to do so, and you do not have an approved waiver, you may be subject to a penalty of $50 per return for failure to file electronically unless you establish reasonable cause. However, you can file up to 250 returns on paper; those returns will not be subject to a penalty for failure to file electronically. The penalty applies separately to original returns and corrected returns.

18.10 The Advantage of Filing Electronically

The Advantage of Filing Electronically

- Online notification within 1 - 2 work days as to the acceptability of the data transmitted for Forms 1098, 1099, 5498 and W-2G. **It is the filer's responsibility to log back in to check results.**
- Later due dates than paper for electronically filed Forms 1098, 1099 and W-2G.
- Allowing more attempts than electronic filing to correct bad files before imposing penalties for Forms 1098, 1099, 5498 and W-2G.
- Better customer service due to on-line availability of transmitter files for research purposes.

FIRE System Specifics - Read Me!

For detailed information on the FIRE System including; data compression, file preparation, file naming and electronic filing protocols please review Pub. 3609 Filing Information Returns Electronically (PDF). This publication is **VERY HELPFUL** and will answer 99% of your questions and provides an IRS contact number for any remaining questions.

This can be located within 1099pro by clicking on "**Forms"** from the main menu, then selecting "**IRS Instructions and Blank Forms**", then double click on "**Filing Information Returns Automatically".**

10 Day Window for Electronic Filers

Per IRS Pub. 1220, part C, section 7:

"If the [electronic] file is good, it is released for mainline processing 10 calendar days from receipt. Contact [the IRS] at 304-263-8700 within this 10 day period if there is a reason the file should not be released for further processing. If the file is bad, normal replacement procedures are followed."

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19 eFileViewer Overview

The eFileViewer is a program that will allow you to view Electronic Files generated via the Electronic File Wizard. This tool is run separately from the 1099 Pro software.

19.1 Installation and Registration

Installation:
Current 1099 Pro users please place the eFileViewer program within the directory corresponding to 2011 1099 Pro Software you are using.

See below for a list of the default directories and product.

Product	Default Directory
1099 Pro Corporate Suite	C:\1099 Pro\Pro99CS
1099 Pro Enterprise or Professional	C:\1099 Pro\Pro99T11
1042-S Pro Professional	C:\1099 Pro\Pr42ST11
W2 Pro Professional	C:\1099 Pro\ProW2T11

User's of eFileViewer with a registration code that are not using a 1099 Pro product may place the program in a directory of their completion. You will need to enter your registration code before any program options are available to you.

Registration:

Please contact 1099 Pro to register this product and unlock export functionality.
1099 Pro Support may be reached at 888-766-1099

19.1.1 License Agreement

eFileViewer® - Tax Year 2011

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19.2 eFileViewer Main Screen

eFileViewer (with file selected)

At the eFileViewer Screen, you will see the files you have opened. The column categories displaying the contents of the file information as follows:

- ☑ **File Type**
- ☑ **Tax Year**
- ☑ **Total Records**
- ☑ **Date & Time the file was loaded into the viewer**
- ☑ **Total Filers**
- ☑ **Total Recipients**
- ☑ **File Name**

You will typically find the following general field descriptions embedded in a Electronic file:

- ☑ Transmitter "T" Record
- ☑ Payer "A" Record
- ☑ Payee "B" Record
- ☑ End of Payer "C" Record
- ☑ State Totals "K" Record
- ☑ End of Transmission "F" Record

The Main Screen of the eFileViewer (with file open)

After you open the Electronic File you will see the contents of the file. The upper left side of the window contains a listed hierarchy of "T", "A", "C", "K", and "F" records. The "B" record is displayed in the lower left when you have an "A" record highlighted. As you highlight each field, (i.e. The "T" record field for a Transmitter), the right side of the window displays to data in relation to the current field selected on the left. While navigating up and down in a vertically with the cursor keys on the keyboard, you will notice that you

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must click with your mouse in order to have the right pane to display the data. The top of the screen contains an overall summary of the Transmitter Detail. There are also two different viewing options. View as Field List and View as Text.

19.2.1 Viewing Options

Viewing as Field List

For viewing the data in a field by field format.

- **From, Thru, Size** - Denotes the physical location of the fields.
- **Field Name -** Displays the title of the field that contains the data
- **Field Value -** Contains the data manually entered by the filer or imported from an ASCII text file.

Viewing as Text

For viewing the data in a record without fields

- The cursor position allows you to locate specifically where your cursor is within a record.

19.3 File Format

Transmitter "T" Record (all fields marked required must include transmitter information)
Payer "A" Record
Multiple Payee "B" Records **(at least 11 "B" Records per each "A" Record)**
End of Payer "C" Record
State Totals "K" Record, if participating in the Combined Federal/State Filing Program
End of Transmission "F" Record (See Part C for record formats.)

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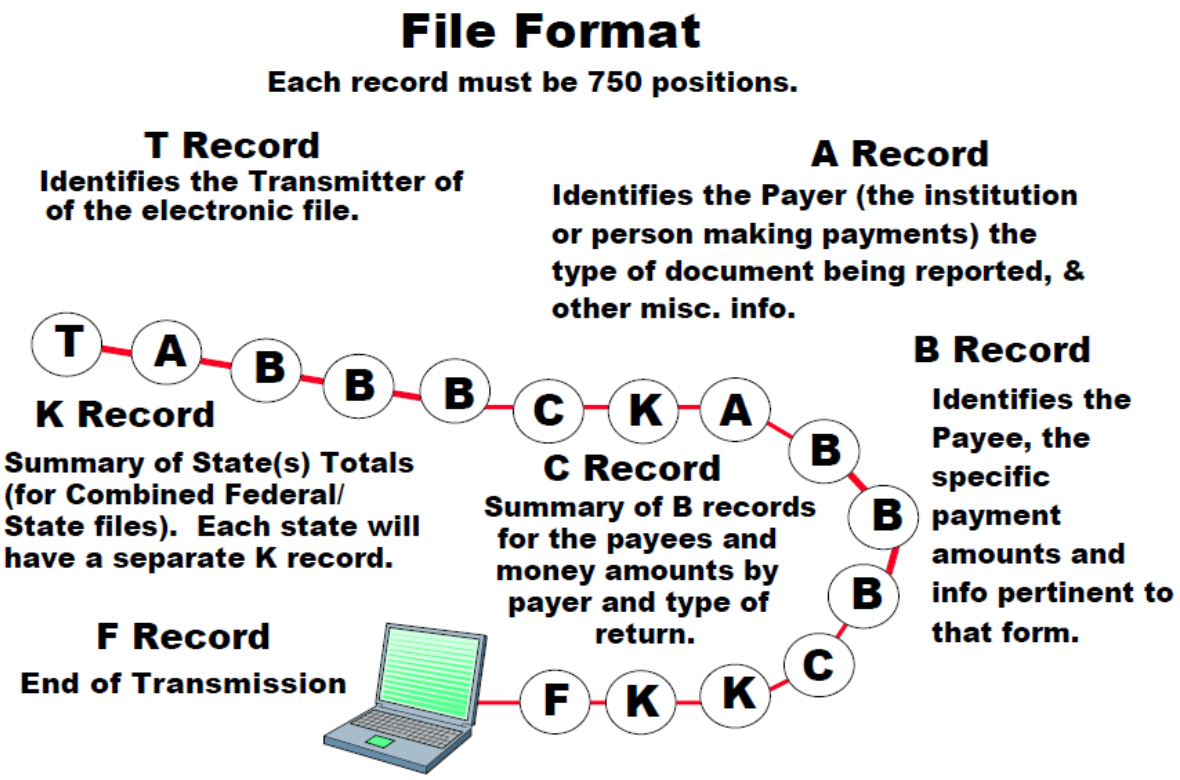
File Format
Each record must be 750 positions.
T Record
Identifies the Transmitter of of the electronic file.
A Record
Identifies the Payer (the institution or person making payments) the type of document being reported, & other misc. info.
B Record
Identifies the Payee, the specific payment amounts and info pertinent to that form.
K Record
Summary of State(s) Totals (for Combined Federal/ State files). Each state will have a separate K record.
C Record
Summary of B records for the payees and money amounts by payer and type of return.
F Record
End of Transmission
T A B B B C K A B B B C F K K

***Note:** When generating State files "K" records will be generated if you have checked the "Combined Federal State Filing Program" (CFS) for the Filer and if the form type is in the CFS program i.e. DIV, G, INT, MISC, OID, PATR, R, 5498. "K" records will only be generated for states that participate in the combined program. Use of the Category option can result in multiple K records if the Filer & Form Type are in the CFS program. Filers where you opt out of the CFS will not have "K" records. To change the variable for the CFS click on "**File**" then "**Filers list**" and double click on the Filer to change any parameters. If you have state withholding or if you use the category field you may generate multiple K records. To suppress K records consider opting out of the CFS before generating files for states that do not participate in the CFS program.

19.4 Loading and Viewing Files

To load a new file or view existing files:

1. Begin by opening the eFileViewer in the root of the program directory (i.e. C:\1099 Pro\Pro99T11) or via the start menu under the 1099 Pro group for your program. Find the file eFileViewer.exe and double-click to open.

2. Click the "Load New File**"** button to load a file.

3. Browse your local drive or network drive location for the Electronic File you want, click on it once to select it, then click "**Open"**.
   The file you selected is displayed in the eFileViewer window.

4. View the selected file by first highlighting the one you want to open and click the "**View Selected File"**

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button.

- Additionally you may delete a file by highlighting it and selecting "**Delete Selected File**" or close the eFileViewer Tool by Clicking the "**Close"** button.

NOTE: In general, when you open the eFileViewer and load a new file the file is copied to a temporary location on the local drive and is used as your temporary "working" file, leaving your original Electronic File untouched.

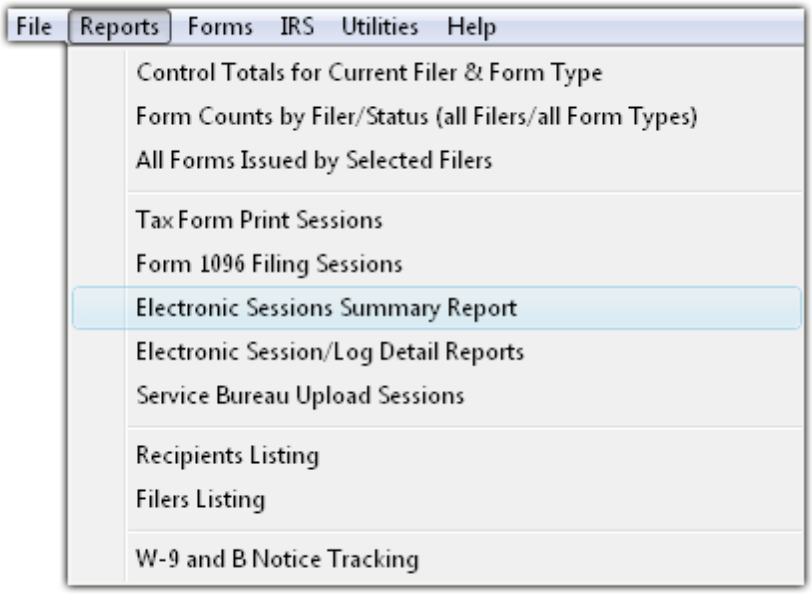
19.4.1 Electronic Sessions Summary Report

Note: These instructions apply to 1099 Pro Professional, Enterprise, and Corporate Suite only.

This walk through will guide you through the process of generating a E-File Log report

To begin, from the entry menu click on "**Reports**", then click on "**Electronic Sessions Summary report**".

Example of location where the Report Wizard can be started



From there you will see the E-File Log Report Wizard welcome screen, this will give you a brief overview of how the Wizard will assist you in generating a report, when you are done reading this you may click on "**Next**" to proceed.

Example of E-File Log Report Wizard Welcome Screen

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1099 Pro Mag Log Report
Welcome to the Mag Log Report wizard
This wizard will walk you through the process of creating a Mag Log Report
Using this Wizard...
In cases where there is additional information and help available for a topic, you will see a Help button like this one next to it. Click on the button to view the special help.
About the MagLog Report generation process...
The first step is to specify how your totals will be sorted and grouped.
Next, based on your selection criteria, you will be asked to select one or more EIN(S), PCode(s) and form types to include in your report.
Finally, based on your selection criteria, a report will be produced.
Click on the 'Next' button to begin the wizard. If you wish to go back to a previous step, you can press the 'Back' button at any time.
Back
Next
Cancel
Help

Now you will see the "**Limit Log Records for this E-File Log Report**" screen, this will allow you to choose what information is included in your E-File Log Report.

- **One or more filers (By Pcode):** This option will generate the report of one or more filers and you will be given the option to choose the filers by Pcode.
- **One or more filers (By EIN):** This option will generate a report that will include filers that you have chosen by their EIN
- **One or more (FormTypes):** This option will allow you to generate a report with all filers that have a specific form type.
- **One or more Session ID's:** This option will allow you to generate a report that will include information from all session id's that you choose.

Note: You will also have the option to "**Group and generate additional subtotals by EIN**", this option can be especially useful for tallying up a employees information by employer.

This is an example of the preferences for the report options.

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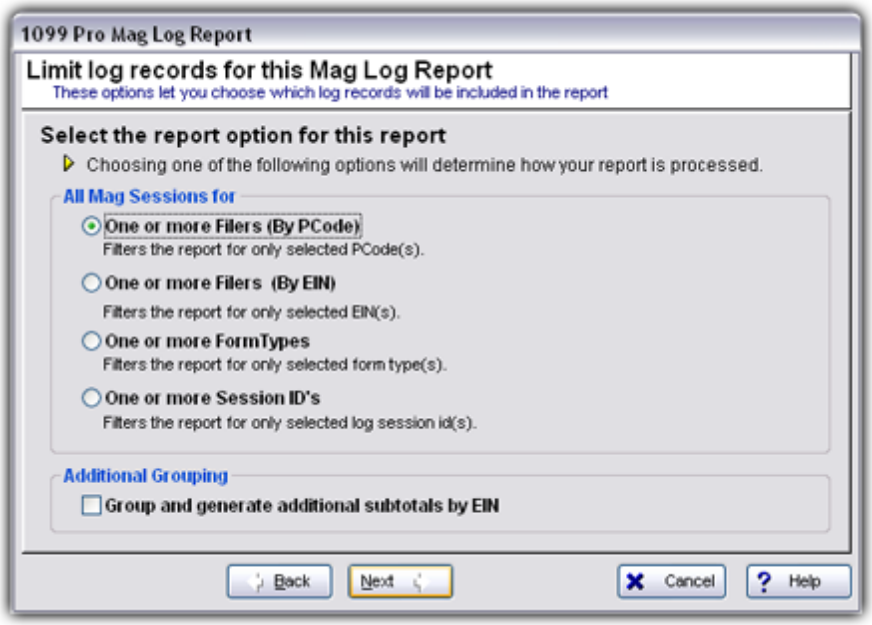
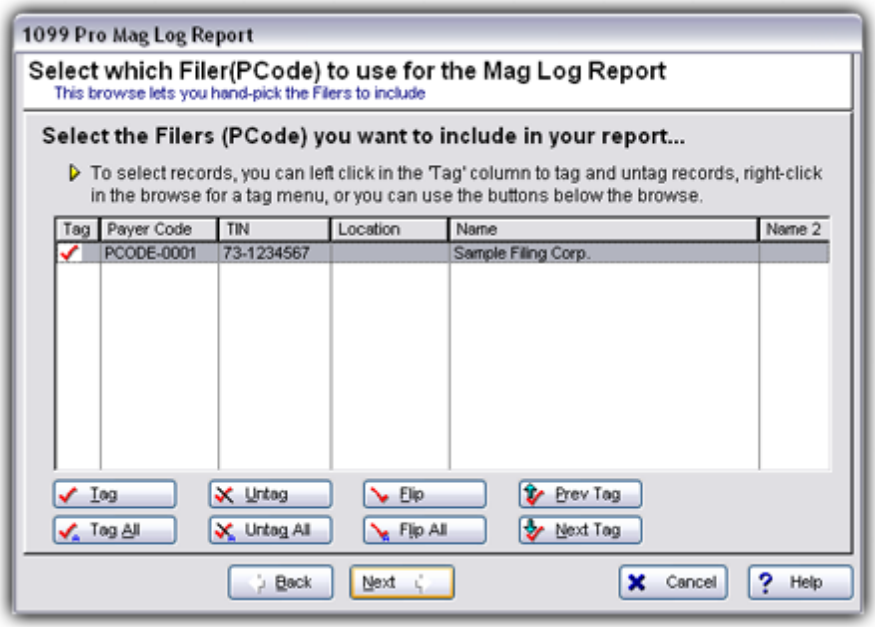

1099 Pro Mag Log Report
Limit log records for this Mag Log Report
These options let you choose which log records will be included in the report
Select the report option for this report
Choosing one of the following options will determine how your report is processed.
All Mag Sessions for
One or more Filers (By PCode)
Filters the report for only selected PCode(s).
One or more Filers (By EIN)
Filters the report for only selected EIN(s).
One or more FormTypes
Filters the report for only selected form type(s).
One or more Session ID's
Filters the report for only selected log session id(s).
Additional Grouping
Group and generate additional subtotals by EIN
Back
Next
Cancel
Help

Example of selection by PCode



Example of Selection by EIN

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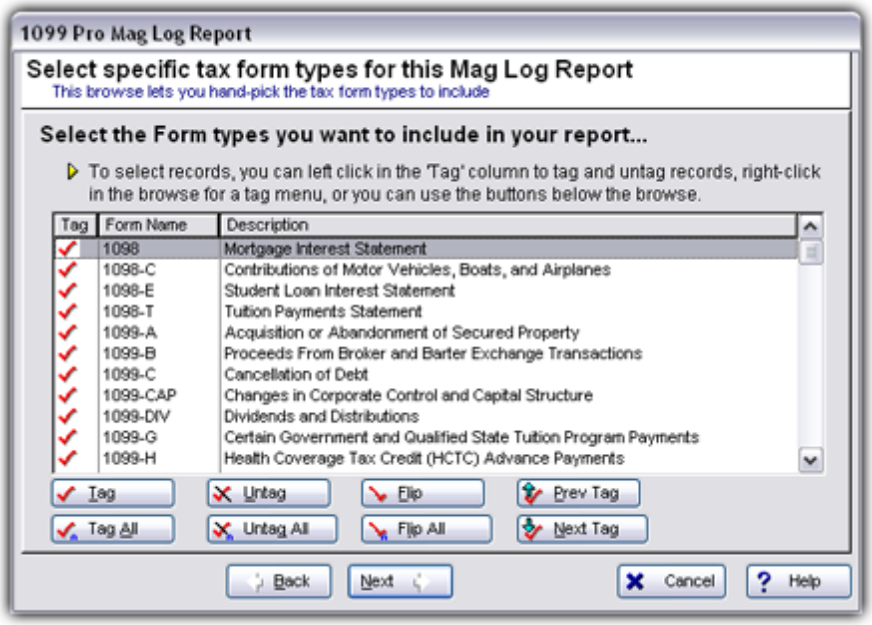
1099 Pro Mag Log Report
Select which Filer(EIN) to use for the Mag Log Report
This browse lets you hand-pick the Filers to include
Select the Filers (EIN) you want to include in your report...
To select records, you can left click in the 'Tag' column to tag and untag records, right-click in the browse for a tag menu, or you can use the buttons below the browse.
Tag
EIN
Location
Name
Name 2
73-1234567
Sample Filing Corp.
Tag
Untag
Flip
Prev Tag
Tag All
Untag All
Flip All
Next Tag
Back
Next
Cancel
Help

Example of selections by Form Type



Example of selection by E-File Log Session Id's

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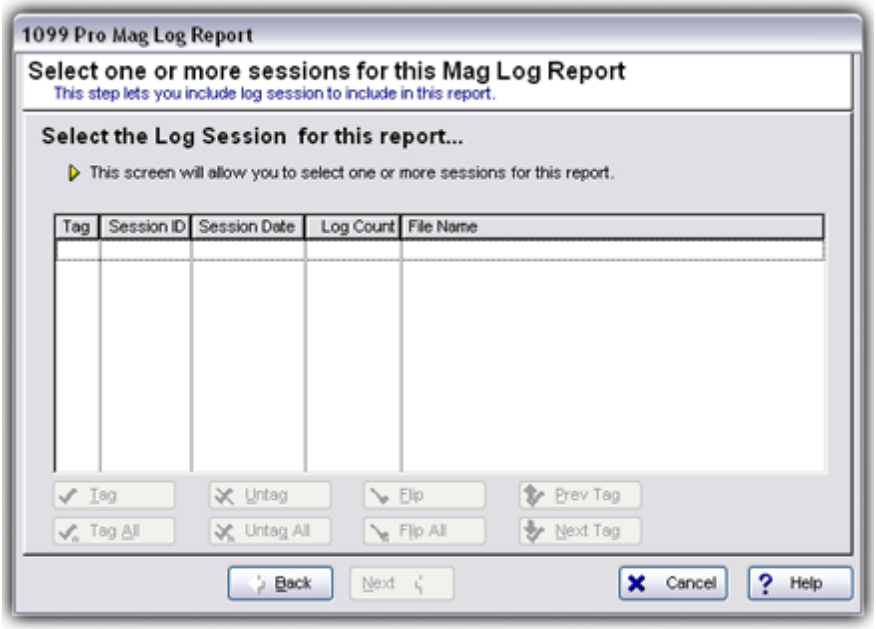
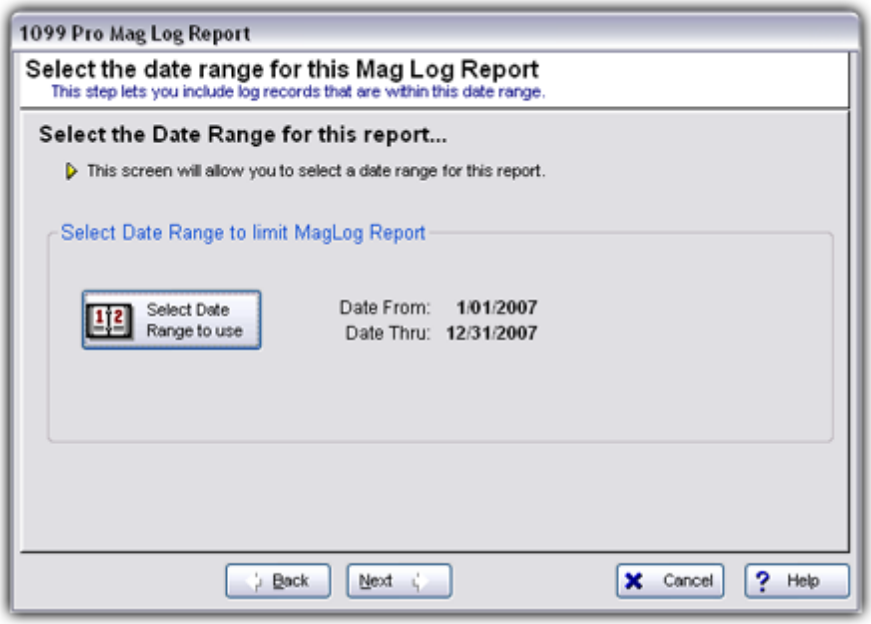


After you have chose what information will be included in your report, click on "**Next**" to continue.

Next you will be prompted to enter the date range for the E-File Log report.
If you would like to use the default date of 1/01/2011 to 12/31/2011 you can click on "**Next**" to proceed and begin the report generation process, if you would like to narrow the dates the report will show you can click on the "**Select date range to use**" button.

Example for the date range selection


1099 Pro Mag Log Report
Select the date range for this Mag Log Report
This step lets you include log records that are within this date range.
Select the Date Range for this report...
This screen will allow you to select a date range for this report.
Select Date Range to limit MagLog Report
Select Date Range to use
Date From: 1/01/2007
Date Thru: 12/31/2007
Back
Next
Cancel
Help

Note: If you clicked on the "**Select date range to use"** button, you will be presented with a screen prompting you to enter the numerical date and time for your report, you can enter the month, day and year here.

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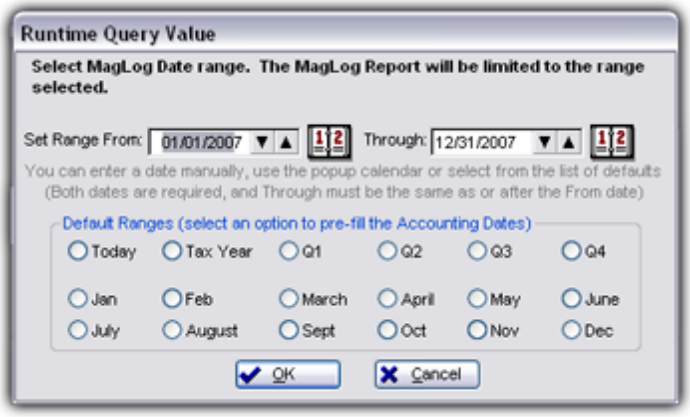
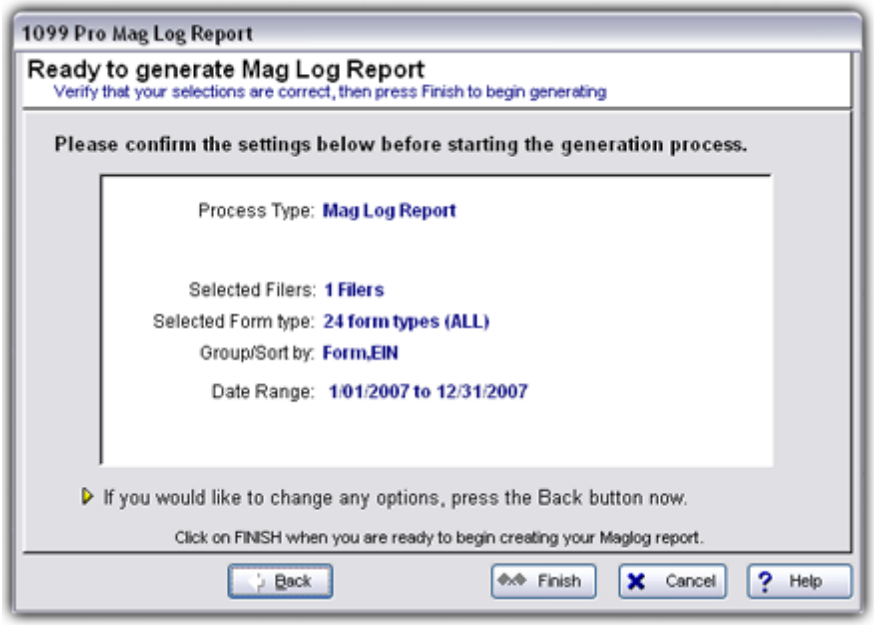
Alternately you can choose which quarter to use or the tax year, once you are done, click on "**Next**" to continue.

Example of the Date Range Selection screen



You now see a screen summarizing your selections for the report to be generated, You can use the back button to modify your selections for the report to be generated. Once you are done reviewing the information click on the "**Finish**" button to generate your report.

Example of preview screen prior to report generation


1099 Pro Mag Log Report
Ready to generate Mag Log Report
Verify that your selections are correct, then press Finish to begin generating
Please confirm the settings below before starting the generation process.
Process Type: Mag Log Report
Selected Filers: 1 Filers
Selected Form type: 24 form types (ALL)
Group/Sort by: Form,EIN
Date Range: 1/01/2007 to 12/31/2007
If you would like to change any options, press the Back button now.
Click on FINISH when you are ready to begin creating your Maglog report.
Back
Finish
Cancel
Help

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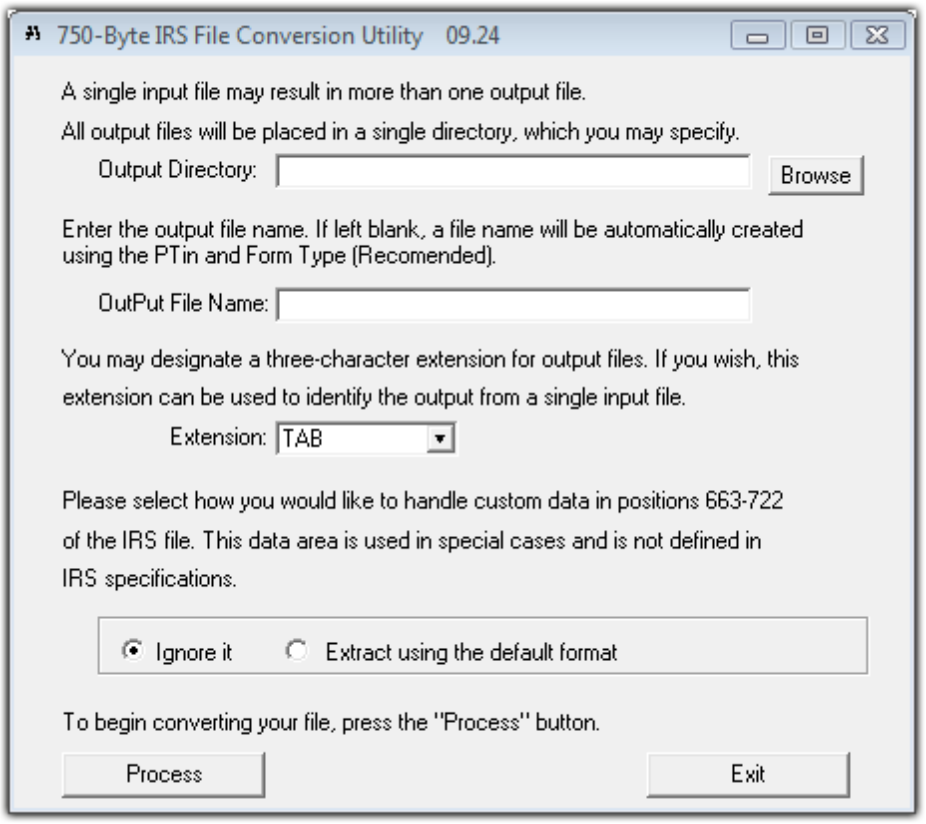
19.5 Exporting a File

To export a file:
Note: You must register for this functionality. Please see Installation and Registration.

1. Begin by opening the eFileViewer in the root of the program directory (i.e. C:\1099 Pro\Pro99T11) Find the file eFileViewer.exe and double-click to open.
2. Click the "Export" button. Review and accept the Readme and License Agreement.
3. Specify the Output Directory, Output File Name*, Extension type, Specify how to display data in fields 663-722.
   * It is recommended that you do not specify an output file name and let eFileViewer create one.


750-Byte IRS File Conversion Utility 09.24
A single input file may result in more than one output file.
All output files will be placed in a single directory, which you may specify.
Output Directory:
Browse
Enter the output file name. If left blank, a file name will be automatically created using the PTin and Form Type (Recomended).
OutPut File Name:
You may designate a three-character extension for output files. If you wish, this extension can be used to identify the output from a single input file.
Extension: TAB
Please select how you would like to handle custom data in positions 663-722 of the IRS file. This data area is used in special cases and is not defined in IRS specifications.
Ignore it
Extract using the default format
To begin converting your file, press the "Process" button.
Process
Exit

19.5.1 Limitations of Export

This utility will create files that can be imported into 1099 Pro. While the utility has been thoroughly tested you the user must exercise precautions to verify the accuracy of your data.

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All output files will be given abbreviated names in the form of 'PTin' plus the PTin, Form Type, Orig or Corr, and a two-digit number to account for possible duplicates in Filer Name and Form Type, and a three-character extension which you may specify.

A log of output file names, filers and form types is also created. You may also print out this log file for reference.

Note Running eFileViewer more than one time can result in files that are overwritten. Overwriting can occur if you direct eFileViewer to place the output in a directory with existing files from a previous eFileViewer session.

KNOWN LIMITATIONS

All exports are in the format for 2011 form layouts. If exporting data from a prior year format please verify that all boxes still exist in the 2011 format.

Caution! The information on your printed form(s) and the information contained in the file sent to the IRS can differ on the following forms! Please pay special attention to the below conditions where your original form and the data imported may vary.

The IRS file being processed does not contain the following fields hence they will not be present during import for all form type when using the Standard Import Map:

Address Apt/Suite
Country
Form Category
Form Source
Tax State

1099-PATR
Box 10 - Other Credits and Deductions will not pass thru.

The following Items boxes are not contained in the IRS 750 file and will therefore not be present when imported into 1099 Pro.

Note: State and Local Income Tax Withheld pos.723-746 in IRS specifications do not have a location to display on some forms and therefore will not always import if present.

1098
Box 5

1099-B
CORPORATION'S name, street address, city, state, and ZIP code

1099-CAP
Box 5

1099-INT
Payer's RTN. This can be added at the Filer level in 1099 Pro Software.

1099-MISC
Optional Text Line 1 and Line 2, 17, 18

1099-Q
FMV amount and Distribution code (1-6)

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1099-R
Box 8 percentage Box 11, 12, 14, 15 Note Box 2a will be blank if Box 2b checkbox taxable amount not determined is checked.

5498
Armed Forces Box

W-2G
Box 13

W-2
Box 20

General - Text description boxes will lose their formatting. Some boxes will be truncated.

IF YOUR DATA CONTAINED ANY INFORMATION IN THE BOXES LISTED ABOVE YOU WILL NEED TO EITHER MANUALLY KEY IN THE ADDITIONAL INFORMATION AFTER IMPORTING OR FIND SOME OTHER METHOD FOR CAPTURING THAT INFORMATION.

The 1099 Pro Service Bureau at (866) 444-3559 may be able to assist you in capturing the additional fields listed above.

After running the Utility & importing your data we strongly recommend that you proof your control totals and individual data items. This can be done by clicking on File & Reports from within 1099 Pro.

20 Form Status Overview

Form Status Overview

Users must select an import status for their data in the first step of the import routine, Import Data. Selecting the correct status is important because aside from Pending, the status of the session can only be reset by voiding (deleting) the entire session.

Use the Import Session Report to review the status of records in an import session.

20.1 Forms Status Values

Forms Status Values

1. Form Status values

Pending (0)
Printed (1)
Printed/Voided (2)
Printed/Filed1096(3)
Printed/FiledMag(4)
Printed/Uploaded(5)
Filed/Mag 6) ! Filed without printing
Uploaded Equate(7) ! Uploaded without printing
!-- 'Corrected' Original with blanked amounts (range: 10 - 19)

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Corrected/Pending(10)
Corrected/Printed(11)
Corrected/PrintedVoided(12)
Corrected/PrintedFiled1096 (13)
Corrected/PrintedFiledMag (14)
Corrected/PrintedUploaded(15)
Corrected/FiledMag(16)
Corrected/Uploaded(17)
!-- Correction record (range: 20 - 29)
Correction/Pending (20)
Correction/Printed(21)
Correction/PrintedVoided (22)
Correction/PrintedFiled1096 (23)
Correction/PrintedFiledMag (24)
Correction/PrintedUploaded (25)
CorrectionFiledMag (26)
Correction/Uploaded Equate(27)

2. Voided Form

This should already appear in the QW as a checkbox.

3. Correction Type

This is internal to the program.

4. Error Status

We ship with queries for these already.

0 = No errors

1 = Warnings

2 = Errors

3 = Warnings + Errors

4 = Fatal/major Error

20.2 Statuses

Statuses

Pending
These forms were input or imported. Forms with a Status of Pending may be changed or deleted.

Printed
If you print out forms you will be asked if you have printed out your red copy A's. If you answer "yes" then the status will be changed from Pending to Printed. *Forms with a Status of Printed (or higher) cannot be deleted or changed.* If your forms have a status of printed then you can only print out an entire print run or an individual form. To revert the status back to 'Pending' you can click on the "**Print Tax Forms**" icon and change the status back to Pending by clicking on the "**Reset**" button each print log.

Filed 1096
A paper 1096 / Annual Summary and Transmittal can only be prepared for forms that have a status of "Printed" To revert the status back to 'Printed' you can click on the "**File via 1096 (paper)**" icon and change the status back to Printed by clicking on the "**Reset**" button each 1096 log.

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E-Filed
This indicates that a file for the IRS was created and uploaded to the IRS.
To revert the status back to 'Pending' or 'Printed' you can click on the "File via e-file or disk" icon and change the status back by clicking on the "**Reset**" button each E-File log.

SB Print + Mail
This status indicates that an upload file has been generated and marked with a request for the Service Bureau to print and mail your forms to your recipients.

SB Filing
This status indicates that an upload file has been generated and you have elected the Service Bureau to file your forms to the IRS

SB Print + File
This status indicates that an upload file has been generated and you have elected for the Service Bureau to Print & Mail to your recipients, then File your forms to the IRS.

Corrections
Corrections can only be done on a form that has a status of Filed, SB Print + File, SB Filing or E-Filed. The status of these new forms will include "Correction".

Form Counts
The Form Counts Report is a great way to see the status of all forms.
Note 1: an * in front of the status means that there may be an error with the form e.g. it is missing a SSN or address value …
Note 2: for exact Status values see the Query Wizard.

21 Forms

21.1 4419

Form 4419

Application for Filing Information Returns Electronically. Print this form at the Printing Blank Forms screen.

You can view or print the form within 1099 PRO by choosing, "**Forms** and then **IRS Instructions and Blank Forms**, and then choosing **4419 Application for Filing Information Returns Electronically.**.

To access the form via the internet please click **here**.

21.2 6847

Form 6847

Due to the efforts of 1099 Pro this form 6847 became obsolete in tax year 2010. The IRS no longer requires this form as part of the Combined Federal State Filing Program. However a onetime approval to participate in the Combined Federal/State Program test filing is still requires. See Part A, Section 10 of IRS Publication 1220 for further information.

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6847 - Consent for IRS to Release Tax Information
Participants in the Combined Federal/State Filing Program must send Form 6847 to the IRS after filing electronically with the IRS. Prior IRS approval is required to participate in this program.

You can view or print the form within 1099 PRO by choosing, **Forms** and then **IRS Instructions and Blank Forms**, and then choosing **6847 Consent for IRS to Release Tax Information**.

21.3 8809

Form 8809

Purpose of form. Use this form to request an extension of time to file any forms shown in line 8 of form 8809.

Who may file. Filers of returns submitted on paper or electronically may request an extension of time to file on this form.

You can view or print the form within 1099 PRO by choosing, "**Forms** and then **IRS Instructions and Blank Forms**, and then choosing **8809 Request for Extension of Time to File Information Returns.**

To access the form via the internet please click **here**.

22 Help & Maintenance

Help & Maintenance

1099Pro responds directly to customer needs by offering solutions that go beyond standalone products and services. 1099Pro offers complimentary Technical Support to assist with issues that customers may experience and we make an effort to help get these problems resolved quickly and efficiently. The 1099Pro® Technical Help Desk is available to assist customers with software installation, troubleshooting, and other forms of assistance in using 1099Pro products. In the meantime, feel free to review some of the most common issues our customers have experienced and how to quickly resolve the issues.

22.1 Data Files

Data Files

1099 Pro® data files are suffixed with ".TPS". For example, "filers.tps" contains filer data and "states.tps" contains state data. In a typical installation these files are located at C:\1099 Pro\Pro99T11\Data.

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INI File

The "Pro99T11.INI" file contains information specific to your installation and is located at C:\1099 Pro\Pro99T11 \admin.The INI file may or may not be deleted during a custom uninstall. This file can be manually deleted if you want to totally remove 1099 Pro from your system or if you want to perform a clean reinstallation. This file can remain if you want to reinstall the software but retain your settings.

22.2 Electronic Filing Module

Electronic File Module

The Electronic File Module is available in the Enterprise or Corporate Suite Edition only. You can either upgrade or use the Service Bureau to file electronically with the IRS on your behalf.

Filing Deadlines:

Paper filers must file returns by February 28, 2012. Electronic filers may file returns *electronically* through April 2, 2012 without a late filing penalty.

Important Note: Electronic Filing functionality is available to Enterprise Edition customers as a free "Web Update" every December. The IRS does not allow testing of the current year's Electronic File format until November 1. 1099 Pro sends test files to the IRS and awaits full verification of the Electronic File format before releasing the electronic filing module to our customer base. We employ this strategy to bring you a proven and tested product.

No customer of 1099 Pro has ever been penalized by the IRS due to a software error on our part

Transmitter Control Code (TCC):
A TCC is required if your company will be filing electronically via the 1099 Pro® Enterprise Electronic File Module. If you don't already have one, we suggest you submit your request to the IRS at least 45 days prior to the February 28, 2012 filing date. To request a TCC number complete Form 4419, Application for Filing Information Returns Electronically. This form may be printed directly from 1099 Pro® software, obtained by calling the IRS at (866)263-8700 or (304) 263-8700. You may also call 1099 Pro, Inc. and we'll fax you a copy.

If your company doesn't have a TCC or you've missed the deadline to apply for one, our Service Bureau can file electronically on your behalf for a nominal fee.

Combined Federal / State Filing Program (CFS):

Participation in this program allows the IRS to forward certain 1099 information directly to participating states. The following information returns may be filed under this program; 1099-DIV, 1099-G, 1099-INT, 1099-MISC, 1099-OID, 1099-PATR, 1099-R and 5498. By checking the

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box "Combined Federal/State Filer" for each Filer, 1099 Pro will flag that electronic data going to the IRS to be formatted in the CFS program.

Some states (e.g. California, ...) require reporting of other forms not in the CFS (e.g. 1098, ...). In this case you can create state specific files using 1099 Pro Enterprise or Corporate Suite or you can contact our Service Bureau for specialized filing on your behalf. Remember that current Enterprise and Professional customers can reference http://www.1099pro.com/resourcecompliance.asp for more information.

If you have an Internet connection, you can also visit the 1099 Pro web site at www.1099pro.com for the latest information and updates.

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22.3 Multi-User Installations

Multi-User Installations (Enterprise/Professional Only)

1099 Pro® offers network* compatible, multi-user versions. Demo users may not perform network/multi-user installations. To purchase 1099 Pro contact Sales at (888) 776-1099.

* 1099 Pro is network neutral; either a peer (e.g., all Win XP machines) or server install is OK. The only requirement is that one machine is designated as server and all others as workstations.

To perform network installation

1. Determine a network drive and folder to install 1099 Pro®. All workstations must have rights to this folder. To assign rights open Windows Explorer from each workstation. Locate the network drive, right-click your mouse and select Map Network Drive. Each installation will refer to this drive as the "Global Data Path".

2. Install 1099 Pro on the network server. Enter your multi-user Registration code as prompted. Select Server Installation as the Install Type. Allow the program files to reside on the local drive (e.g., C:\1099 Pro\Pro99T11).

3. Upon successfully installing 1099 Pro to the network, click on the "**1099 Pro icon**" on your desktop. The Welcome Wizard walks you through setting up the software. By default, Audit Trails and Security are enabled*. Complete the Welcome Wizard and then re-enter 1099 Pro. Administrators use "Administrator" and "NEW" to logon for the first time with enabled security. Administrator must create users and assign rights prior to installing 1099 Pro to workstations.

*** You are encouraged to enable Security.** If security is disabled ANY USER on ANY WORKSTATION can access 1099 Pro and view/modify Administrator settings and all data. This includes the potential for ANYONE to create himself as Administrator and lock you out of 1099 Pro!

To perform workstation installation

1. Complete network installation prior to installing workstation(s).

2. Install 1099 Pro at the workstation. Enter your multi-user Registration code as prompted. Select Workstation Installation as the Install Type. Browse for the network drive and folder (e.g., X:\1099

Pro\Pro99T11 where "X" is the mapped network drive). Allow the program files to reside on the local drive (e.g., C:\1099 Pro\Pro99T11).

3. If the Administrator enabled security, the workstation is deemed a "user". Upon first entering 1099 Pro® at the workstation a User ID (as assigned by the Administrator) is required. For the Password enter "new". The User is then required to create their own unique password.

Multi-User installation with Remote Data/Program Location

1. **Install Server** - Installing software a code ending with ME or MP will trigger a Multi-user installation. ALWAYS install the "Server" first noting that this PC will be the only PC where software updates can be applied. Subsequent installations are "Workstations".

2. **Remote Data/Program Location** - When installing the 'Server', you are presented with an option to have your data and program DLL's reside on another PC, Novell drive or Network Attached Storage.

   - Check the box "Allow Remote Server Installation" to start the Remote Data/Program Location.
   - Click on the "**Browse"** button and select the destination directory. Note that the value under "Select Destination Directory" must end with a pathname of \Pro99T11 (or similar depending if you are installing 1099, W-2 or 1042-S Pro). Note that you may select a mapped network drive or you may use UNC such as //amd800/\C in this case.
   - Next you will be prompted if you wish to roll forward data such as Filers, Security Settings, … from a prior year. Once you have finished installation you can open the software, click on "**Help** " and "**About**" and then click on the graphic icon for the software and you can see the data paths involved. Note that none of the data or program files are kept on the "Server", they are kept at the Remote Server/Data Location.

3. **Install Workstations** - Perform subsequent workstation installations as needed. Be sure that each workstation has read/write/delete rights to the Remote Data/Program Location. Note: each Workstation must communicate with the Remote Server/Data Location via UNC or a mapped letter drive. Workstations do not have to communicate with the "1st Multi-user Installation = 'Server' shown above.

4. **Webupdates** - When it is time to perform a Webupdate you will have to perform it from the "Server" that you just installed. Webupdates are performed at the "Server" and in this case performing the update at the "Server" will result in the program files and the data files being updated on the "Remote Server" (based on the .ini file on the "Server"). Note that workstations will communicate with the Remote Server/Data Location only and not with the 'Server' where the software was originally installed from or the Webupdate was run from.

Note: 1099 Pro uses a local .ini file to store the data path of your remote data. Verify the following: If the 1099 Pro install was done under a different account with a drive letter mapping then that same path will need to be mapped with the same drive letter. For example: If the Administrator of the computer has the remote drive as L: and the user has the mapped drive as a K: then the user will not be able to access the data.This same topic with screen captures is available at the web at:

http://host.1099pro.com/ftp/product/2011/Tech_Support_docs/2011/TechSupport_RemoteServer_webupdate_.pdf

☑**See Multi-User Considerations**

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22.3.1 Multi-User Considerations

Multi-User Considerations

When running 1099 Pro® multi-user versions, some tasks require exclusive control of certain files. These tasks are detailed below.

Record Locking

The multi-user version of 1099 Pro utilizes record locking when two or more users concurrently open the same record. This allows users to simultaneously view the same record but prevents them from overriding each other's changes. For example, Users A and B open the same record. User A changes an amount and saves the record. User B then changes an amount and attempts to save the record. User B receives a "Record Was Not Updated" warning and the record is automatically updated with User A's changes. User B may then select a field to restore and use the **<F4>** key to re-populate what they had originally entered.

Import Locking

During the final step of the Import Wizard, Post Import Session, 1099 Pro attempts to gain control of all records. If 1099 Pro is unable to gain control of a record (because someone else has the record open) it will notify the user and offer to post the files the slow, non-locking way or allow them to cancel.

22.4 Online Help

Online Help

Context-Sensitive Help

Use the <F1> key at any screen to access context-sensitive help screens.

To search for a topic

- At the 1099 Pro menu bar click "**Help**", "Search the 1099 Pro Help file" and at the "Index" tab type the first few letters of the word you're looking for. For example, type "ali" to display the Align Margins topic.

To print a topic

- Click the "**Print**" button, or
- Use "CTRL + P" to display the Print dialog box.

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22.5 Optimize Posting

Optimize Posting

When posting very large import files, 1099 Pro® may run out of RAM and terminate before the Post is complete.

Users can modify their INI file to optimize the Post process according to the amount of RAM in the machine running the Post. By default, the Post pauses every 2,000 records to commit new records. Users can increase (or decrease) the number of records processed between commits to speed up the process.

Unless you are importing large amounts of records and have a powerful machine with lots of RAM, there is no need to modify the default value of 2,000 records.

To optimize posting

1. Exit 1099 Pro.
2. In Windows Explorer go to C:\1099 Pro\Pro99T11\Admin and open **Pro99T11.INI.**
3. In the [System] section modify the Post Commit* entry accordingly (do not enter a comma in the numeric value):
   - 32 megs of RAM: Try the default and lower to 1000 if necessary
   - 64 megs of RAM: Use the default.
   - 96 megs of RAM: Use the default or try increasing to 4000
   - 128 megs of RAM: Try 10000
   - 256 megs of RAM: Try 20000
   - 512 megs of RAM: Try 50000
   - 512+ megs of RAM: Experiment! 1099 Pro beta testers have successfully imported over 128,000 records in a single commit on a machine with 1 gigabyte of RAM.
4. Save your changes and exit Pro99T11.INI.
5. Open 1099 Pro and Post your import.

* The Post Commit entry may need to be manually added to the [System] section. Your entry should look similar to this:

```
[System]
PostCommit=2000
```

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22.6 Referential Integrity Delete Error

Referential Integrity Delete Error

The "Referential Integrity Delete Error" prohibits the deletion of a Filer, Recipient, State ID or State Abbreviation from the 1099 Pro database if used in any record. For Examples:

- "Jane Doe" can't be deleted at the Browse Recipients screen if a Form 1099-MISC exists for her. Note that recipients will be retained for deleted records as well.
- "Arizona or AZ" can't be deleted at the States/Provinces screen if a Form 1099-MISC uses "AZ" in the recipient address. First eliminate "AZ" in the 1099-MISC record and then delete "AZ" at the States/ Provinces screen.

22.7 Repair Files

Repair Files

The Repair option restores deleted files, registry settings and DLL's. It works only if you have access to the original installation .EXE from which the application was initially installed. For example, if you downloaded a setup program from the Internet to your desktop, then installed the program while it was located on your desktop, the setup program must still be located on your desktop when you attempt to use the repair option. If you installed the application from a CD, then you are prompted to insert the original installation CD after you click "**Next"** in the Select Uninstall method dialog box.

☑ Did you install 1099 Pro while simultaneously running a virus checker? If so, you may have a corrupt installation. Do not attempt to repair the files; instead backup your data files, perform a custom uninstall and then reinstall the software with the virus checker disabled.

To repair files

1. Close all applications including 1099 Pro® Enterprise.
2. Backup your 1099 Pro data files.
3. On your Windows desktop click the "**Start**" button.
4. Go to "**Settings**", "**Control Panel**" and select "**Add/Remove Programs**".
5. Select "**1099 Pro Enterprise**" and click the "**Add/Remove**" button.
6. At the Select Uninstall Method screen choose "**Repair**" and then click the "**Next**" button.
7. Press "Finish" to start the repair.
8. **The repair prompts to replace .TPS (data) files.** Although replacing these files will not affect your data, it may impact your settings. Thus when prompted to "Repair Newer File"? we recommend selecting "No" or "No to All".

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22.8 Safeguard TIN

Safeguard TIN

When printing forms via the Combined Print option the TIN may sometimes show through the envelope. 1099 Pro, Inc. offers the following solutions to this problem:

1. Instead of having the top panel show through the envelope try having the bottom panel show. For example, if the Combined Print option for Form 1099-R shows the recipient's TIN with the top panel (Copy B) for the mailing address, then try folding the paper so the bottom panel (Copy 2) shows through instead.

2. Try a different print driver with your printer. For example, an HP 4SI with a PCL 5 driver will give different results than a PCL 6 driver.

3. Try envelopes and paper from 1099 Pro. For example, the #8888-1 envelope is specifically designed for the Combined Print option in conjunction with blank paper stock #5145. See Tax Supplies.
4. Take advantage of the SSN masking feature within 1099 Pro.

22.9 Special Help

Special Help

Some 1099 Pro Wizard screens offer this button for quick access to special help topics.

This button typically offers more detailed information than what is available via the standard "Help" button or <F1> key.

22.10 Technical Support

Technical Support

1099 Pro® includes context-sensitive help screens as the first means of supporting your use of this product. In addition, 1099 Pro, Inc. now offers several new technical support options including; Online Help Tutorials and an Online Knowledge Base. These options are intended to provide customers with immediate solutions. If these sources do not contain the answers to your questions, contact technical support by phone or E-Mail.

To help us better assist you, please follow these steps when contacting technical support:

Provide the following information:

- Company name or Customer ID number
- Please be at the computer you are experiencing the problem with
- A list of what steps were taken prior to the problem
- Any error messages that you have encountered.

Technical Support Options

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Help Tutorials and Knowledge Base
http://www.1099pro.com
Phone (888) 776-1099 (toll-free) or (818) 876-0200
E-mail ts@1099pro.com

Service Bureau
Phone - (866) 444-3559
E-Mail - sb@1099pro.com

Normal Hours
Monday - Friday, 7:00 AM - 5:00 PM PST
Saturday, Closed
Sunday, Closed

Tax Season Hours (January)
Monday - Friday, 7:00 AM - 5:00 PM PST
Saturday, 8:00 AM - Noon PST
Sunday, Closed

Direct Links
Flash Tutorials: http://www.1099pro.com/demo/1099demo.html
Software download location: http://host.1099pro.com
Technical Support Docs: http://host.1099pro.com/ftp/product/2011/Tech_Support_docs/

IRS Telephone Assistance

Information Reporting Customer Service Site

If you have questions about reporting on Forms 1096, 1098, 1099, 5498, W-2, W-2G, and W-3, you may call a toll-free number, 1-866-455-7438.
You may still use the original telephone number, 304-263-8700 (not toll free).
For TTY/TDD equipment, call 304-267-3367 (not toll free).
The call site can also be reached by E-Mail at mccirp@irs.gov.
The hours of operation for the call site are Monday through Friday from 8:30 a.m. to 4:30 p.m., Eastern time.

Other tax-related matters. For other tax information related to business returns or accounts, call 1-800-829-4933.

Complimentary technical support is limited to questions regarding 1099 Pro® software. We are NOT authorized to provide accounting, tax or legal advice. Please direct such questions to your accountant or attorney. Calls may be limited during peak tax season.

Accounting/Tax Advice

Our lawyer says we can't give out advice and we don't. However, 1099 Pro, Inc. provides the publications issued by the Internal Revenue Service on our installation CD-Rom and website. Or contact the IRS Information Reporting Call Site directly at (866) 455-7438.

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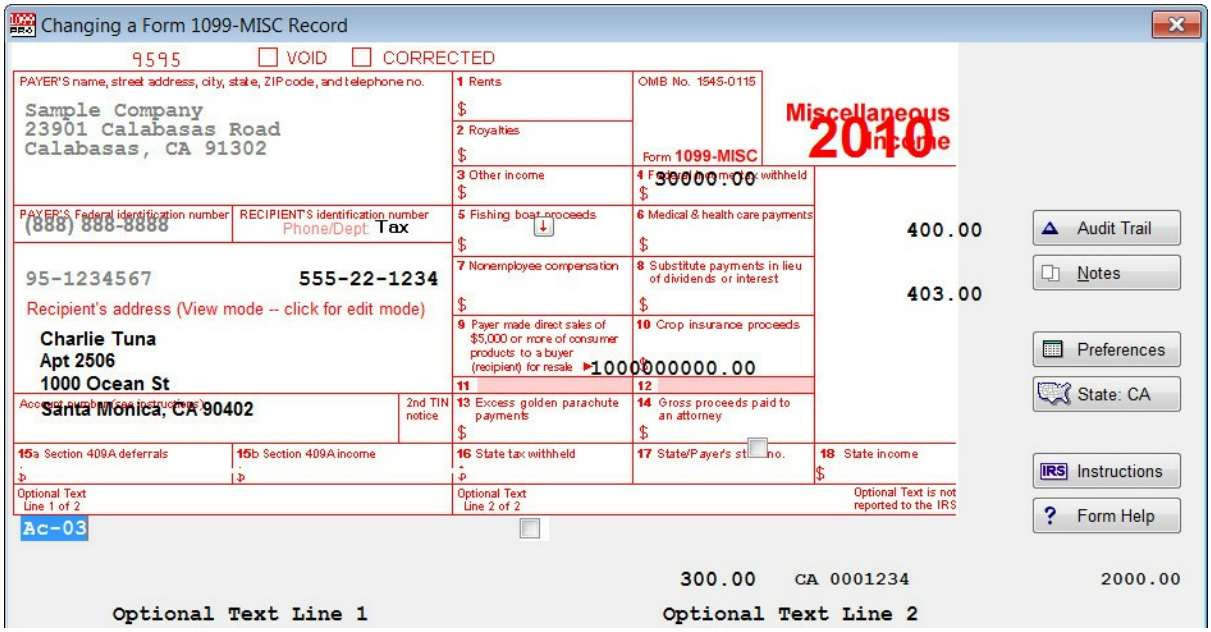
22.11 Video Display Issues

Video Display Issues

Video Display Issues

If the data on the form appears distorted or out of alignment please follow the directions below to correct your resolution and font settings.



Windows 98/NT/2000
Adjusting your resolution and DPI settings.
1. From your desktop click **Start**, then select **Settings**, then **Control Panel**. Double click the **Display** icon and click the **Settings** tab. Verify your screen area is set at 800x600 (or higher). Click **Apply** then **OK**.
2. From the settings tab click **Advanced**, and verify font size is set at **small fonts**. **You may need to restart for these settings to take effect.**

Windows XP
Adjusting your resolution and DPI settings.
1. Right click on the desktop, select **Properties**, go to the **Settings** tab. Verify Screen resolution is 800x600 (or higher). Click **Apply** then **OK**.
2. From the **Settings** tab click **Advanced**, go to the **General** tab, verify the DPI setting is 96 DPI. **You may need to restart for these settings to take effect.**

Windows Vista
Adjusting your resolution and DPI settings.
1. Right click on the desktop, select **Personalize**, choose **Display Settings**. Verify Resolution is 800x600 (or higher). Click **Apply** then **OK**.
2. On the **Personalization** screen click **Adjust font size (DPI)**. Verify your setting is Default scale (96 DPI) – fit more information. Click **Apply** then **OK**. **You may need to restart for these settings to take effect.**

Windows 7

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Adjusting your resolution and DPI settings.
1. Right click on the desktop, select **Personalize**, choose **Display** on the left hand side of the screen. Click **Adjust resolution**, verify your display resolution is at 800x600 (or higher). Click **Apply** then **OK**.
2. On the Display screen click **Set custom text size (DPI)**. Verify scale is set to 100% (96 pixels per inch). Click OK. **You may need to restart for these settings to take effect.**

22.12 Tech support

Tech Support

Contact Technical Support at (888) 776-1099 or E-Mail ts@1099pro.com.

22.13 Screen Resolution

Screen resolution

Screen resolution should ideally be set at 800x600 or greater with small fonts.

22.14 Special Help Button

Special Help Button

Use the **<F1>** key at any screen to access context-sensitive help screens. The <F1> key is located on the upper left corner of your keyboard.

22.15 System Requirements

System Requirements

1099 Pro® minimum system requirements include:

- Windows 2000/ME/XP/2003/VISTA/7/2008
- 32 or 64 bit operating system compatible
- Intel Pentium II/Celeron or AMD Athlon/Sempron/Turion (Minimum)
- 256MB RAM (512MB or more preferred)
- 100+MB free hard drive space
- For use with ANY Windows compatible printer
- Windows compatible network (optional)

1099 Pro also requires display settings of 800x600 and small fonts to properly display windows and type.

* Some Deskjet, Inkjet or Bubblejet printers may not print to the bottom 1/2-inch of paper.

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23 Important Dates

23.1 Filing Deadlines

Filing Deadlines

☑ 1099 Pro, Inc. strongly recommends verifying all filing deadlines and addresses. 1099 Pro, Inc. assumes no liability for inaccuracies or changes contained herein.

WHEN TO FILE

Recipient Copy "B" Mailing Deadlines:
Deadline to mail recipient Copy B paper returns is January 31, 2012 for the 2011 tax year.*

*Except for Form 5498-ESA which is May 1st, 2012 and forms 5498** and 5498-SA Recipient Copies by May 31, 2012.
Form 1099-B, 1099-S, and 1099-MISC reporting payments in Boxes 8 or 14 must be mailed by February 15, 2012.
**Form 5498 containing FMV/RMD must be mailed by January 31, 2012

Under some circumstances it is acceptable to issue Copy B earlier. Please review the IRS Instructions for specific details.

IRS Filing Deadline via Mail:
Deadline to mail IRS Copy A's is February 28, 2012 except for Form , 5498, 5498-ESA, and 5498-SA which is May 31, 2012.

Electronic Filing Deadline via the FIRE System:
Deadline to file all 1099, 1098, and W-2G IRS Copy A's electronically is April 2, 2012 for the 2011 tax year. File all Form 5498, Form 5498-ESA, and 5498-SA IRS Copy A's electronically by May 31, 2012.

Federal Extension:
See Form 8809, Application for Extension of Time to File Information Returns

State Filing Deadlines:
Deadline to file state returns for most states is February 28, 2012. Some states/locals may have different filing deadlines - please check with your state to verify dates.

WHERE TO FILE:
File Copy A and 1096 Transmittal returns at the IRS Center Address corresponding to the state your business, office or agency is located using the list below.

If your business is located in:	File to:
Alabama, Arizona, Arkansas, Connecticut, Delaware, Florida, Georgia, Kentucky, Louisiana, Maine, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, Texas, Vermont, Virginia, West Virginia	Department of the Treasury Internal Revenue Service Center **Austin, TX 73301**
Alaska, California, Colorado, District of Columbia, Hawaii, Idaho, Illinois,	Department of the Treasury

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Indiana, Iowa, Kansas, Maryland, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Oklahoma, Oregon, South Carolina, South Dakota, Tennessee, Utah, Washington, Wisconsin, Wyoming	Internal Revenue Service Center **Kansas City, MO 64999**
If your legal residence or principal place of business or principal office or agency is outside the United States	Department of the Treasury Internal Revenue Service Center **Austin, TX 73301**

☑ For more information on filing Forms 1099 please review the IRS Instructions.

24 Imports Overview

Imports Overview

1099Pro® features a powerful yet intuitive Import Wizard to make importing your data a breeze. The general rule is that if you can see your data in a product like Excel then you can import your data!

Importing data that is delimited, that is that each field is separated by a delimiter is easiest. You can also import Fixed Length files such as files created for the IRS. Microsoft applications such as Excel, Access and SQL allow for you to save a copy of your data as a .txt file (see converting from Excel formats) whereas older applications will allow you to save your data as comma separated values (CSV) which can easily be imported. Importing can allow for File Headers where the first line of your file is a header as opposed to real data. If you are doing multiple imports consider using our "Map by Name" headers. The allowable number of characters for each field is discussed under Import File Conventions.

*See the **Import Wizard** to begin the process of importing your data.*

Error Checking and Validation of your data is performed on each import allowing you to reject or flag questionable records. Sample import files are included with the software. Note that only the fields/boxes that you need are required and the order of your fields does not matter. Technical support would be happy to import a sample file with you and then reset/void your import.

*See **Finding & Fixing Problem Records** for more information*

24.1 Import Data

Import Data

1099Pro® features an easy to use Import Wizard to simplify the import routine.

Many database and spreadsheet applications such as Microsoft Excel, Access and Lotus 1-2-3 provide for the exporting of data to an ASCII file. These files can be imported into 1099 Pro, thus relieving the burden of manually entering the information onto the tax form. If your data has already been entered once, why type it again?

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*To see more information on importing for **Delimited File Types**, See Import Maps for a Delimited File Type*

*To see more information on importing for **Fixed Length** File Types, See Import Maps for Fixed Length Files*

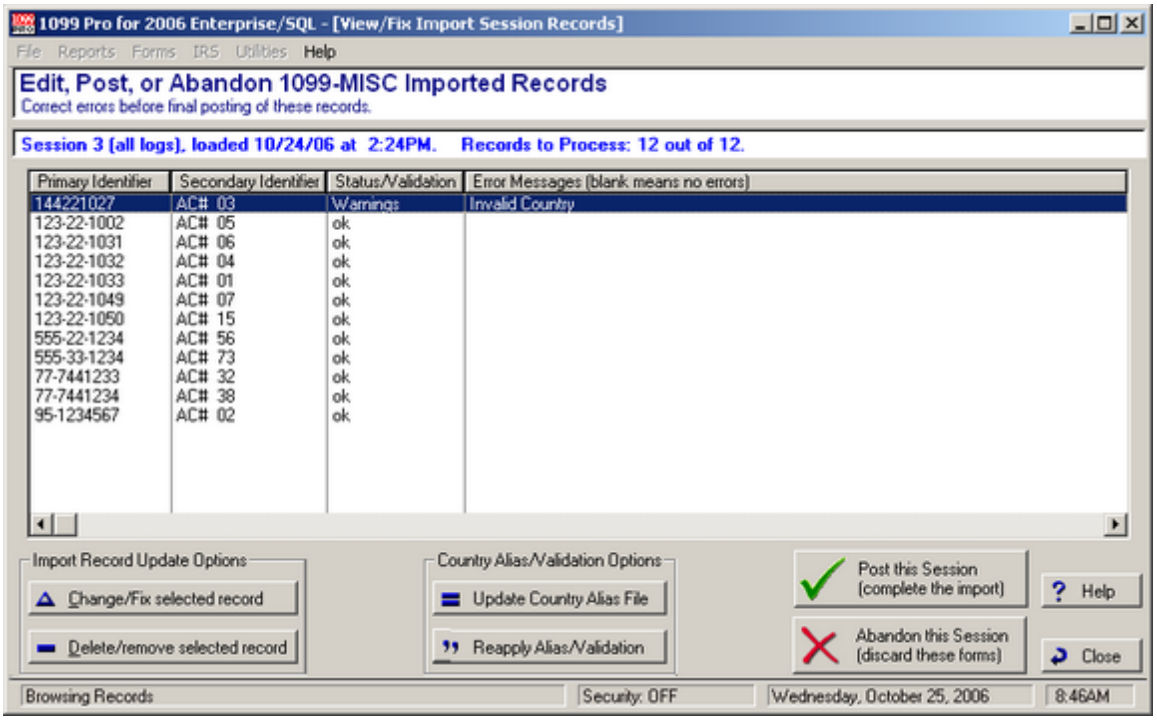
24.1.1 Country Alias

Country Alias and Validation Options

1099 Pro supports custom country name and validation options during the import process. This is useful in situations where the code you use for a particular country does not match the one used by the IRS. Such an example would be if you used "JPN" to represent Japan; this country code would not be recognized during import since the IRS country code for Japan is "JP". In order to correct this error, 1099 Pro allows you to create alias for any country in the IRS database.

Example:
Lets take the example above:

1. On the initial import attempt, 1099 Pro generates an "Invalid Country" warning.


1099 Pro for 2006 Enterprise/SQL - [View/Fix Import Session Records]
File Reports Forms IRS Utilities Help
Edit, Post, or Abandon 1099-MISC Imported Records
Correct errors before final posting of these records.
Session 3 [all logs], loaded 10/24/06 at 2:24PM. Records to Process: 12 out of 12.
Primary Identifier | Secondary Identifier | Status/Validation | Error Messages (blank means no errors)
144221027 | AC# 03 | Warnings | Invalid Country
123-22-1002 | AC# 05 | ok
123-22-1031 | AC# 06 | ok
123-22-1032 | AC# 04 | ok
123-22-1033 | AC# 01 | ok
123-22-1049 | AC# 07 | ok
123-22-1050 | AC# 15 | ok
555-22-1234 | AC# 56 | ok
555-33-1234 | AC# 73 | ok
77-7441233 | AC# 32 | ok
77-7441234 | AC# 38 | ok
95-1234567 | AC# 02 | ok
Import Record Update Options
Change/Fix selected record
Delete/remove selected record
Country Alias/Validation Options
Update Country Alias File
Reapply Alias/Validation
Post this Session (complete the import)
Abandon this Session (discard these forms)
Help
Close
Browsing Records
Security: OFF
Wednesday, October 25, 2006
8:46AM

2. On closer inspection we find that the country code "JPN" in invalid.

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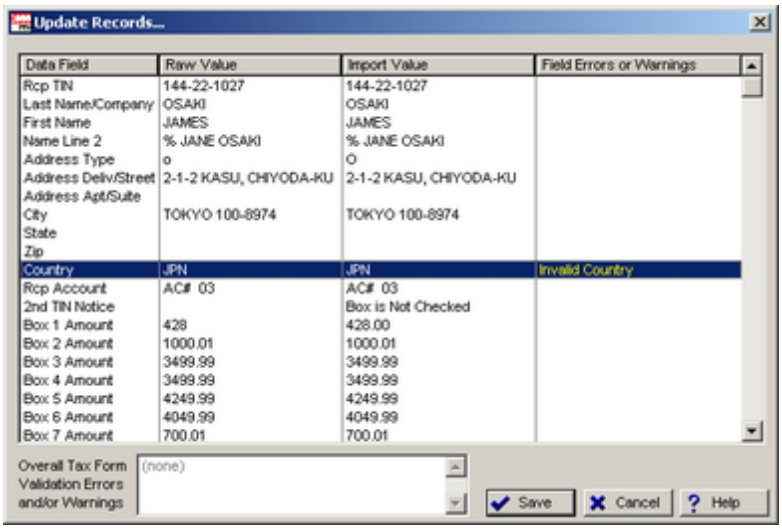
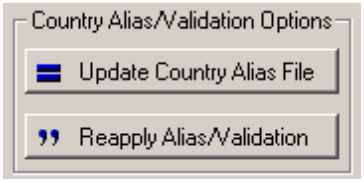


3. To correct this we can use the "County Alias/Validation Options".



4. Click on the "**Update Country Alias File**" button to add "JPN" as an alias country code for Japan.
5. At the "Browse Country Alias/Translations" window you will see a list of all of the current country alias, if any exist. To create a new alias, click on the "**Add**" button.

6. At the "Adding a Country Alias Record" window, type the alias that you are currently using (in this case JPN) in the first box (top). On the second box (bottom) enter the name of the country or click on the "..." (ellipsis) for a complete list of IRS country names and codes. With your alias and corresponding IRS country code selected, click on the "**OK**" button.

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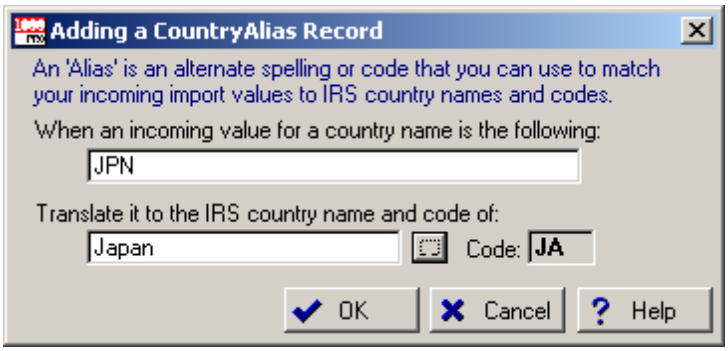
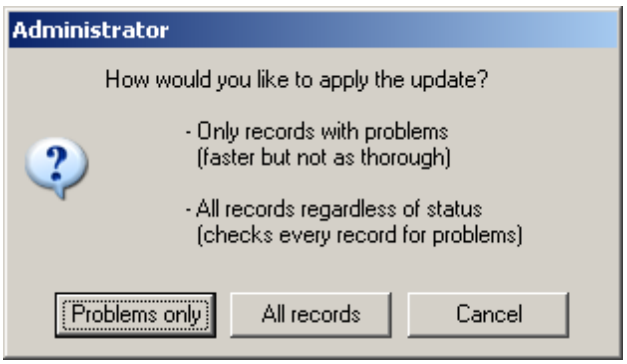

Adding a CountryAlias Record
An 'Alias' is an alternate spelling or code that you can use to match your incoming import values to IRS country names and codes.
When an incoming value for a country name is the following:
JPN
Translate it to the IRS country name and code of:
Japan
Code: JA
OK
Cancel
Help

7. Now that you have your alias configured, click on the "**Close**" button on the **Browse Country Alias/ Translation** window to return to the import wizard.
8. You can now click on the "**Reapply Alias/Validation**" button to allow 1099 Pro to use your new country code alias.

9. After clicking on the "**Reapply Alias/Validation**" button, 1099 Pro will ask how you would like to apply your alias/translations. You can apply them to all records or records with problems only.


Administrator
How would you like to apply the update?
- Only records with problems (faster but not as thorough)
- All records regardless of status (checks every record for problems)
Problems only
All records
Cancel

10. Once your aliases/validations have been applied, 1099 Pro will be able to properly translate "JPN" to Japan or "JP" and the "Invalid Country" warning will be removed.

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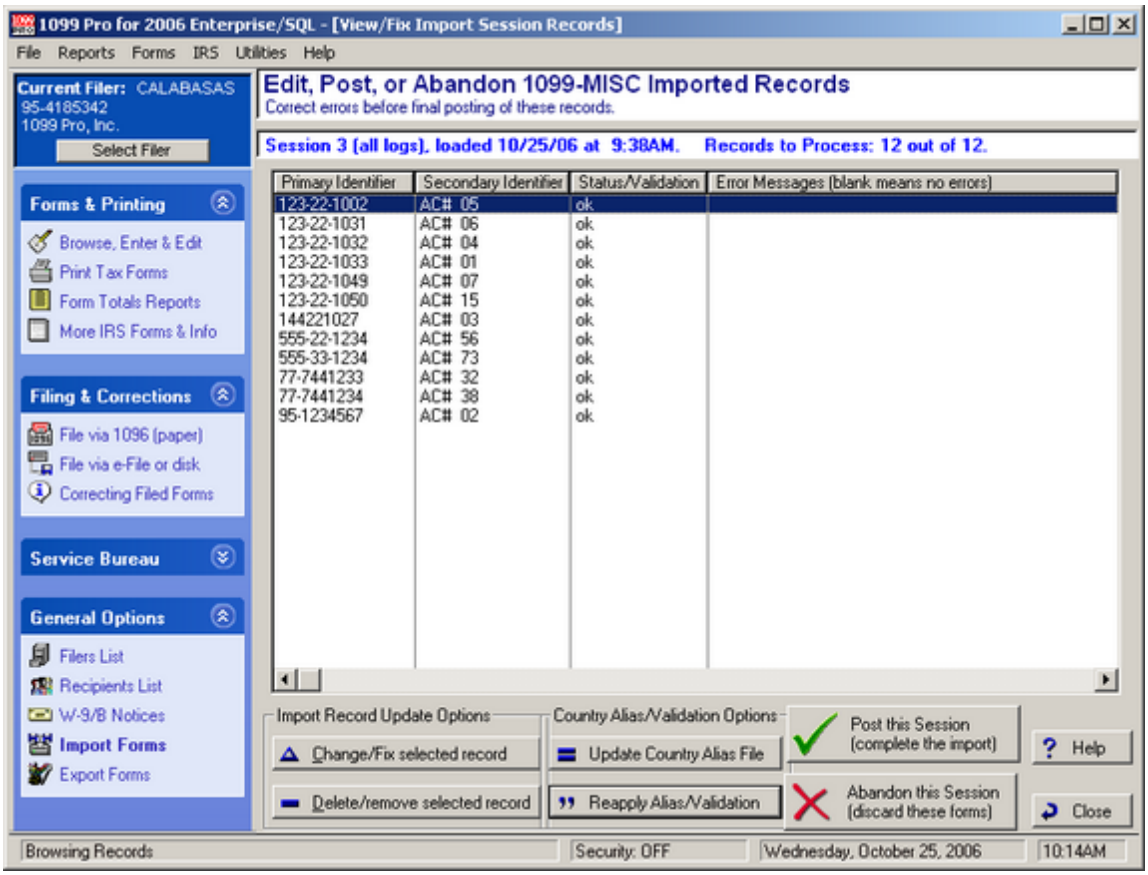

24.1.2 Transactional Imports (CS version only)

Transactional Imports (Corporate Suite edition only)

A transactional import is an import which will allow you to aggregate (combine) data for a given recipient. Aggregation is the process where a recipient with multiple forms of the same type can have the total(s) of certain tax form fields added together to create one overall form which will continually display the total of the specified tax form fields. This is useful in situations where you would like to combine, print and report on a single form the totaled amounts from multiple forms for a given recipient.

An important aspect of aggregation to understand is the criteria in which data is aggregated by.

Transactional imports are unique in that they require two steps. The first step involves creating a recipient to import data in to and the second step is the actual importing of data to be associated with the previously created recipient record.

-Recipient data can be added in 1 of 2 ways:

- Manually add a recipient record: Enter the Master Employees List under the menu option General Options and manually create a new recipient record by pressing the Add button.
- Import recipient data: Enter the Import module by clicking on the "**Utilities"** tab on the main menu and then clicking on the "**Run Import Wizard"** option. Create a new map for importing recipient data and then use the map to import you recipient data.

(**Note**: Please see the following links to learn more about creating and using Delimited Import Maps and

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Fixed Width Import Maps.)

-Once you have created your recipient data, you can proceed to import the transactional data:
- Create a new map for your transactional data using the Import Wizard.
- Make sure that the correct TIN, Account Numbers and other associated data match the recipient information that you would like to import this data for.
- Import your transactional data using the map you created.

(**Note**: Please see the following links to learn more about creating and using Delimited Import Maps and Fixed Width Import Maps.)

(**Note**: If you attempt to import transactional data without having added an associated recipient, the software will save the transactional data import until the recipient is added and the import can be posted.)

(**Note**: If you have the recipients list disabled during an import, the records that were imported will not be combined with future transactional imports. This is because there is no record kept of transaction being linked to a specific recipient when the recipient list has been disabled.)

(**Note**: To view a list of the current optional transactional items(criteria) to be used during aggregation, click here: transactional items.)

-Your transactional import is now complete and ready for use within the software!

For help combining transactions with other versions of our program please see the Roll Up procedure.

24.1.3 Transactional Items (CS version only)

Transactional Items (Corporate Suite edition only)

Configurable criteria for combining forms

Form combining can be configured to use any single or combination of the following criteria to aggregate forms by:

- TIN
- Control Number
- Account
- Box 15 State
- Tax State
- Distribution Code
- Form Category
- Form Source
- Department
- Box 13 Retirement
- Box 13 Statutory
- Box 13 Sick Pay

-These options can be reached by clicking on "**File**" from the main menu, then "**Security and**

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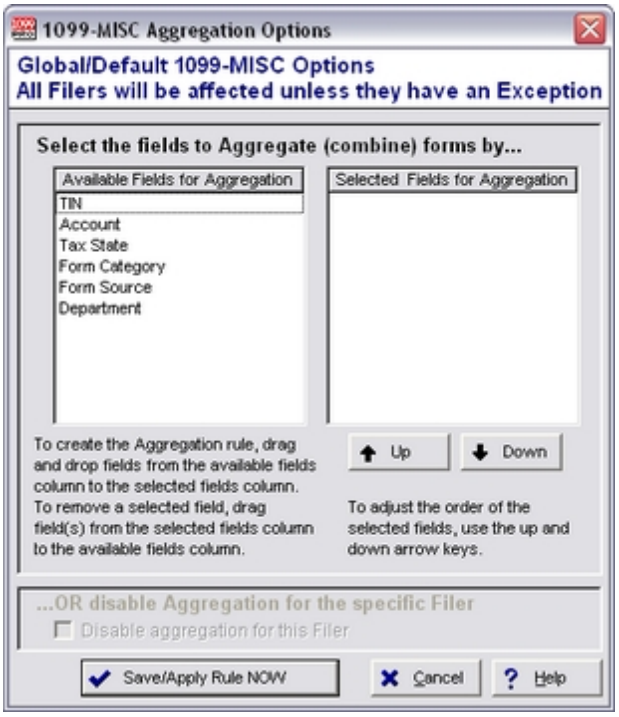
Administration", "**Combining Tax Forms"** then "**Set/Change Matching Criteria"**.
-Once in the Aggregation Options window, you will see two columns. The column on the left is a list of available matching criteria and the right side represents the items you have chosen to match by.
-Drag the items from the left side to the right side in order to select your aggregation fields.
-You can adjust the order by which the criteria are matched by using the Up and Down buttons to arrange them. The order reads from top to bottom, with the top coming first.
-Once finished, press the Save/Apply Rule NOW to save your settings or the Cancel button to remove and changes.

The software will now aggregate (combine) forms based on the fields you have selected.


1099-MISC Aggregation Options
Global/Default 1099-MISC Options
All Filers will be affected unless they have an Exception
Select the fields to Aggregate (combine) forms by...
Available Fields for Aggregation
Selected Fields for Aggregation
TIN
Account
Tax State
Form Category
Form Source
Department
To create the Aggregation rule, drag and drop fields from the available fields column to the selected fields column. To remove a selected field, drag field(s) from the selected fields column to the available fields column.
Up
Down
To adjust the order of the selected fields, use the up and down arrow keys.
...OR disable Aggregation for the specific Filer
Disable aggregation for this Filer
Save/Apply Rule NOW
Cancel
Help

24.1.4 Country Codes Table

Country Codes Table

When you are adding or changing information in a tax form you have the option of setting the address type for the recipient address. Your options are as follows:

- USA
- Canada
- Other

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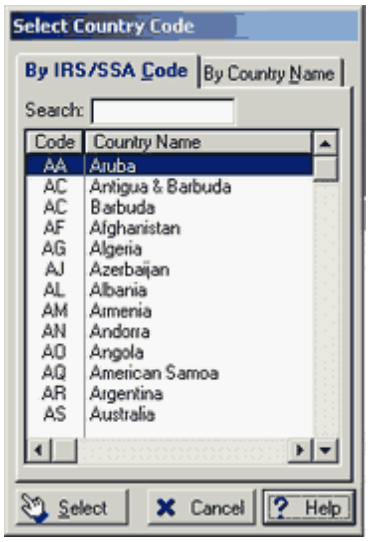

If you select "Other", the Select Country Code screen appears. The list of country codes are consistent with the list of codes on the IRS's website at http://www.irs.gov/instructions/i1042s/ar02.html. Select the appropriate code from the list then click the "**select**" button or click "**cancel**" to go back to the tax form screen.

24.1.5 Import File Conventions

Import File Conventions

For a smooth import please thoroughly review these conventions PRIOR to creating your import file. The order of data fields is not important and it's OK to have extra fields that won't be included in your import file (e.g., phone number, date of birth, etc.).

- **Rcp TIN:** Enter dashes in TINs to differentiate SSNs and EINs. **This is a required field.**
- **Last Name/Company:** Enter Company if Recipient TIN is an EIN. Enter Last Name if Recipient TIN is an SSN. **This is a required field.**
- **First Name:** Enter First Name only if Recipient TIN is an SSN. If Recipient TIN is an EIN then we recommend you leave this field blank.
- **Address Type:** Leave blank for US addresses, Optionally, enter "C" for Canada to validate the Canadian Postal Code format and or "O" (not 0) for foreign addresses to turn on country address formatting. See Country Codes Table for more information
- **Address Deliv /Street:** This field is imported separately during import .
- **Address Apt/Suite:** This field is imported separately during import .
- **City:** US and Canadian addresses enter city. Foreign addresses only enter city, country and postal codes.
- **State:** US and Canadian states enter 2 letter abbreviation.
- **Zip:** US and Canadian addresses enter postal codes. Foreign addresses enter postal codes in City field.

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- **Canadian Postal Codes:** Required format is letter-number-letter, a space, then number-letter-number. For example, "C3H 4W9" is a valid Canadian postal code.

- **Country:** 1099 Pro contains a map-by-name column called "Country" that can contain the following:

  - **A country name:** This is matched against the country file, and if a match is found, it assigns the proper country code to the form. (e.g. Japan)
  - **An alias for a country name:** If a match is found for an alias, it will convert it to the proper country name. (e.g. You may setup "FR" as an alias for France)
  - **A country code:** and, optionally, one of the internal country key values for cases where there are multiple names associated with one code (ex., 'UK' can be 'United Kingdom', 'England', 'Scotland', 'Wales', etc.). The format is a two character country code, a slash and then the country key (if any). The country file is arranged so that if there is no key being imported, it will use the most inclusive/generic country name. Examples: 'UK' translates to 'United Kingdom', as would 'UK/0' or 'UK/1' 'UK/2' = 'Great Britain' 'UK/3' = 'Northern Ireland' ... and so on. The country name may also be spelled out however the spelling must match what is displayed in the list of acceptable country names in the 1042-S Instructions listed on the IRS's website.
  - For more information, refer to the Instructions for 1042-S from the IRS Website at http://www.irs.gov . The last few pages of the 1042-S form instructions have both the country name & country codes in the section entitled "Country Codes"

Note: You may receive an error during import or while manually entering a form if you've indicated an incorrect Address Type of: For Example: "C" for Canada and Country Code of "JA" for Japan. To fix this, during an import of data abandon the import at the "Edit, Post or Abandon Import Records" screen, then go back and edit your data file to reflect the proper Address Type for the Country. Test by re-importing your file. You may also manually correct the error upon importing and posting your data by highlighting the problem record and clicking on the "Change/Fix selected record" button. If you are manually entering a form then highlight that form in the Enter, Update & View screen, click the "change" button, then modify the Country code and/or Address Type to reflect the proper combination then save the record by clicking on the "Save" button.

- **Check boxes:** Enter "Y", "1", "X" or "T" to mark the checkbox. Enter "N", "0" (zero), "F" or leave the field blank to not mark the checkbox. Values are not case sensitive. Applies to all check boxes including the 2nd TIN Notice checkbox.

  - **Form 1099-A:** A blank in box 5 automatically results in the "No" box being checked.

- **Dates:** Required format is MM/DD/YYYY. Unacceptable formats include: (**Jan 3, 2011 and January 3, 2011**.)

- **Dollar Amounts:** Do not use commas or dollar signs (i.e., use 1250.00, not $1,250). Decimals are not assumed if none are contained in the amounts (e.g., 1250 imports as $1,250). An import of 1250.0000 (Access or double precision databases) imports as $1,250. While error checking is performed on dollar signs and commas, it is NOT performed on the actual dollar amounts.

- **Multiple Import Fields:** Boxes on some form types allow for multiple import fields. For example, Form 5498 has five check boxes in box 7.

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Box 7 checkbox 1 Box 7 checkbox 2 Box 7 checkbox 3 Box 7 checkbox 4 Box 7 checkbox 5

24.1.6 Import Wizard

Import Wizard

An import consists of a simple set of individual steps. They can all be done at once or at different times. Nothing is actually imported into your files until you have completed all three steps.

Initial Step - Defining a Custom Map (Optional)

Step 1 - Importing Data (The Import Wizard)
Step 2 - Data Validation You will have the opportunity to test your data for errors.
Step 3 - Posting the results of your import. Post results of your import into the main Enter, Update & View Screen.

Database and Spreadsheet applications files can be imported into 1099 Pro thus relieving the burden of manually entering the information onto the tax form.

*To see more information on importing for **Delimited File Types**, **or Excel** See Import Maps for a Delimited File Type, or Excel*

*To see more information on importing for **Fixed Length** File Types, See Import Maps for Fixed Length Files*

24.1.6.1 Manage Import Maps

Manage Import Maps

The Browse Screen for Import Map files lists the type of mapping and the file format used for those maps. Additional details are available such as Map Notes and Formatting Details for each map and Notes created during the time you created the map will be displayed in the Map Notes section.

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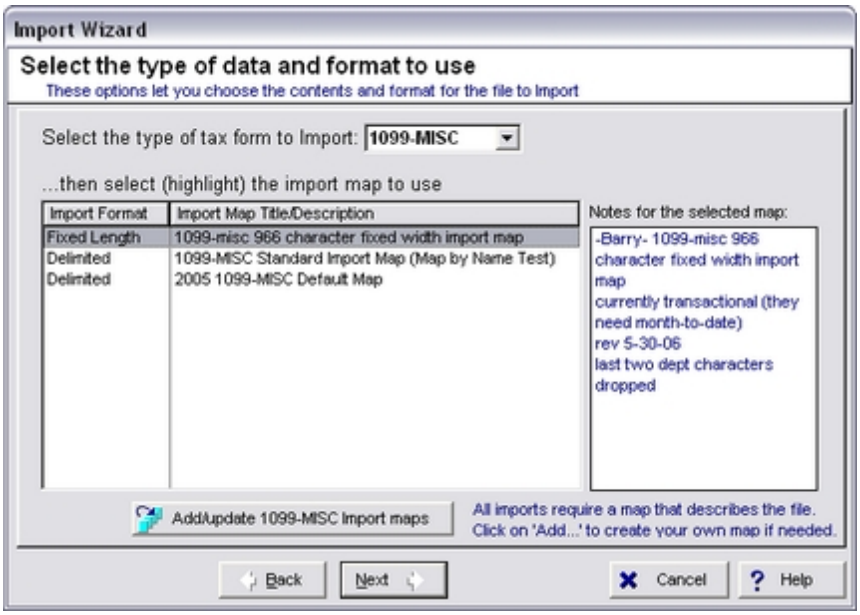
Import Wizard
Select the type of data and format to use
These options let you choose the contents and format for the file to import
Select the type of tax form to Import: 1099-MISC
...then select (highlight) the import map to use
Import Format
Import Map Title/Description
Fixed Length
1099-misc 966 character fixed width import map
Delimited
1099-MISC Standard Import Map (Map by Name Test)
Delimited
2005 1099-MISC Default Map
Notes for the selected map:
-Barry- 1099-misc 966 character fixed width import map
currently transactional (they need month-to-date)
rev 5-30-06
last two dept characters dropped
Add/update 1099-MISC Import maps
All imports require a map that describes the file.
Click on 'Add...' to create your own map if needed.
Back
Next
Cancel
Help

To Add a New Map

- From the main screen in 1099 Pro you can click on the "**Import Forms**" link in the Task Panel bar to the left, or as an alternative, click on "**Utilities"** at the top, then click "**Run the Import Wizard**"
- Click on "**Add/update Mapped Imports**".
- To add a new map, click the Add button on this screen and follow the steps in the wizard after choosing your map type of Delimited or Fixed Length.

To Change an existing map

- You can highlight an existing map on this screen and click "**Change"**. Follow the steps on the screen and the wizard will guide you through the process of changing an existing map. Any change made will overwrite the current mapping.

To Delete an existing Map

1. Highlight the existing map you want to delete and when asked to confirm your ok to delete a file, choose ok.
2. If you have any exisiting mapping tied to a current **import/in process** import session it cannot be deleted. You must first complete or abandon all imports in process and then you will be able to archive the map, however, you cannot use it again.

Click here to see how to View/Print Map Reports

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24.1.6.1.1 Import or Export an Import Map

Import or Exporting Maps

Using this screen you may import or export maps for use on other 1099 Pro installations. 1099 Pro

24.1.6.2 Customize a Fixed Field

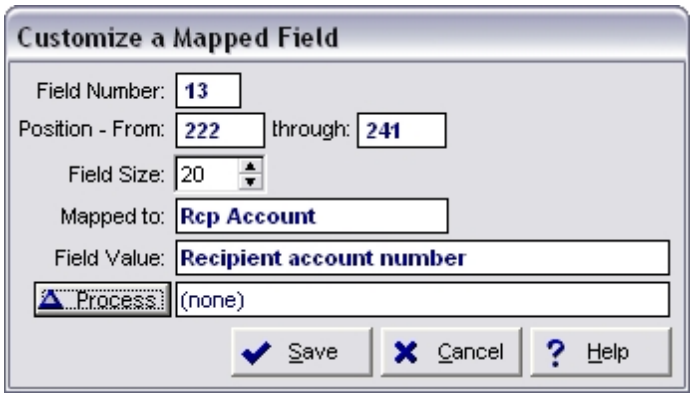
Customize a Fixed Field (Corporate Suite/ASP feature only)

In 1099 Pro, during the Import of Fixed Length files, you also have the ability to customize the "field size" of a mapped field.

To customize a field during Fixed Width Import.

1. Select specific fields to be included in the import process and add them to your layout. You can do this by clicking and highlighting a field from the available fields on the left and then click the "**Add this field**" button which carries the "Database Field" from the left column over to the "Field Value" screen on the right.
2. In the Field/Header list to the right, double click on the field name until you see the "Customize a mapped field" screen pop up. The following chart explains the title of the field and its contents. **See Image #1**

(Image 1)



Field Number: Field or Record Number (Equivalent to a column in an excel spreadsheet.
Position From - Through: Location of the field value expressed in numeric positions from the first location to the last location.
Field Size: Total Number of characters form the first position to the last position of the field value.
Mapped To: Tax Form field that the Field Value is mapped or linked to.
Field Value: Title of the specific field.
Process: Allows you to enable specialized processing rules for the imported field.

- **If the field is empty, fill it with this**: Allows you to specify what should be entered into a field that is empty.
- **Removing leading/trailing characters**: Allows you to trim both leading or trailing characters from the imported field by a specified amount.
- **Changing the case of the imported value**: Allows you to force all characters to be either all upper or lower case for the imported field.
- **Adding fixed characters to the imported value**: Allows you to add characters to both the

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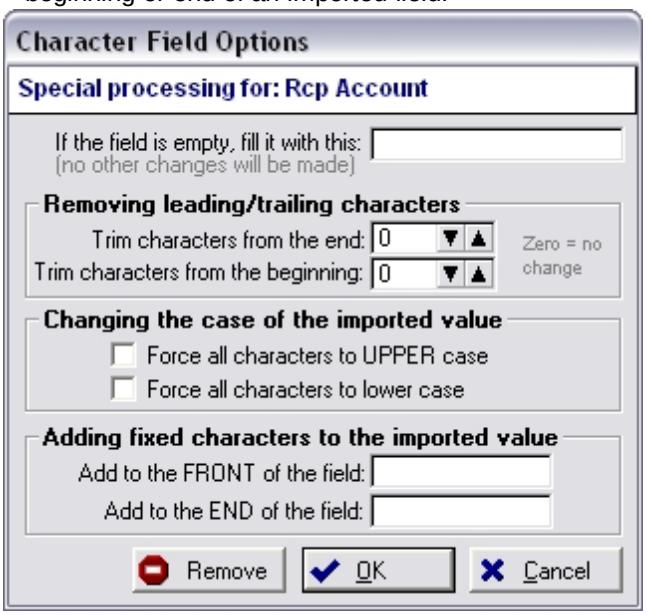
beginning or end of an imported field.


Character Field Options
Special processing for: Rcp Account
If the field is empty, fill it with this:
(no other changes will be made)
Removing leading/trailing characters
Trim characters from the end: 0
Trim characters from the beginning: 0
Zero = no change
Changing the case of the imported value
Force all characters to UPPER case
Force all characters to lower case
Adding fixed characters to the imported value
Add to the FRONT of the field:
Add to the END of the field:
Remove
OK
Cancel

24.1.6.3 Customize Fixed Filler

Add/Customize Fixed Filler

There may be occurences where your fixed length file contains blank spaces or contains information that cannot be used in this program. With the Add Filler button, the software allows you to add or "fill in" unused space. Perameters that can be set for adding space are

- The size of the unused space
- The start and ending position for this space.

This option is available upon creating a new fixed length map in 1099 Pro.

For more information, see Fixed Length Import Map Wizard

24.1.6.4 Delimited or Excel Import Map Wizard

Delimited or Excel Import Map

The 1099 Pro® Import Wizard simplifies the process of creating Import Maps so you can then import your data into the 1099 Pro software. The first step in creating an Import Map is to specify how the records to import will be selected and where the records will be inserted into the tax form. Import files can be imported in a variety of formats, including delimited .CSV, Tab-Delimited, Pipe-Delimited, Fixed Length, and Excel (XLS or XLSX). Follow the steps below to create and/or define an Import map.

Defining a Delimited or Excel Map Type

1. From the main screen in 1099 Pro you can click on the "**Import Forms**" link in the navigation bar to the left, or as an alternative, click on **Utilities** tab on the main menu then click "**Run the Import Wizard**"
2. Click on "**Add/update Mapped Imports**".
3. Next, Click "**Add"** to add a new *Import map to the list, when prompted with "Which type of import

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would you like to create?", click **"Delimited" or "Excel" depending on the map type you wish to create**.
To delete and import map, highlight it and then click the "**Delete**" button.

* There are three columns which define an Import Map: **Map Type, File Format and Description**. The description column gives details about the currently selected import map and the Notes windows to the right give additional details.

4. When clicking "**Add**" or "**Change**" you are prompted to go through the wizard for creating and/or modifying Import maps, click "**Next**".
5. Select a File Format, either Tab Delimited, Comma or Pipe. Next set your Field Delimiter and End of Record Options. Click "**Next**".
6. Specify whether you want to:
   - **"Use a sample file to provide the column header information"** or
     - Select the file you wish to import by clicking on the "**Browse**" button and then locating the file you wish to import. Once you have selected your file click on the "**Open**" button to continue.
     - You should now see a sample of your data, click on the "**Next**" button to continue.
     - Match each field from the input file on the left to the corresponding tax form field on the right by dragging and dropping. To cancel a match, drag from right to left or double-click on it. Alternatively, you can use the "**Map by Name**" button which will automatically map all fields with matching names. When you have mapped all of your fields, click on the "**Next**" button to continue.

   - **"Map by Name using your own Column Entered Header List"**
     - If you placed a check in the Has a Header Record check box, you will be prompted to enter your header values one header per line. All header field values must be unique and fields that will not be mapped do not need to be added to the list.
     - Match each field on the left to the corresponding tax form field on the right by dragging and dropping. To cancel a match, drag from right to left or double-click on it. Alternatively, you can use the Map by Name button which will automatically map all fields with matching names. When you have mapped all of your fields, click on the "**Next**" button to continue.

Set the Default Formatting and Processing Options for the Import Fields

7. Next, specify your dollar amount format options for and using implied "decimals", then set your date field format options and the order in which your date components will be displayed. Click "**Next**".
8. Enter a title and description which will be displayed for users when they need to select an import map to use. You may also enter some optional notes which describe your custom map.

Set options for locating your import files.

9. Specify the default folder where this type of import file will be located. If left blank, you will always be prompted to locate the import file.
10. Next, you may optionally specify a default file name for the files that will be imported using this map. Click "**Next**" to continue.

Processing Options for Tax Form Imports (Note: This is a Corporate Suite/ASP Feature ONLY).

11. Select the type of data processing that will be applied when your import is performed.

- **Standard:** All forms are added as individual records regardless of whether other forms may exist in the system for the same recipient.
- **Transactional:** If existing forms are found for a recipient that match the form matching rules configured at the time of import, the new information will update the existing record and be added as a transaction for that record. Non-matching forms are added as new.

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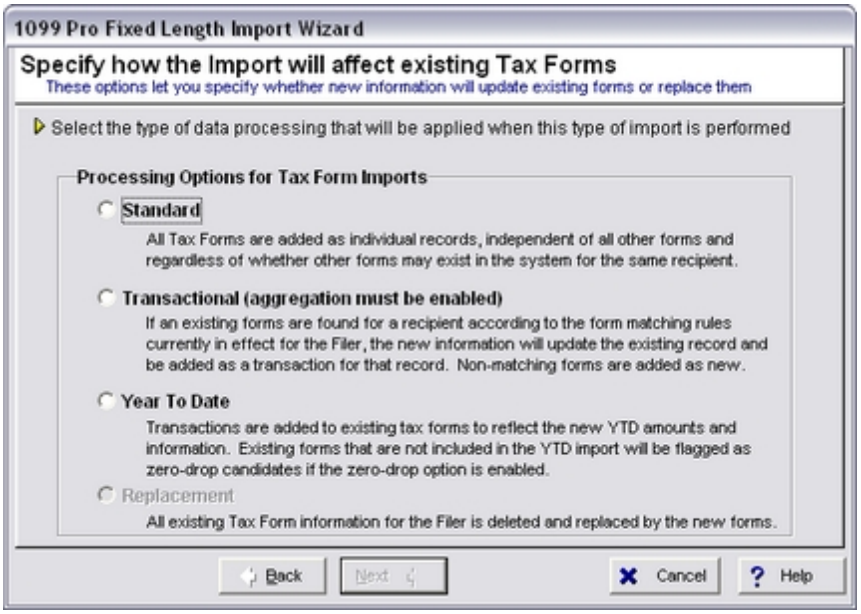
- **Year To Date:** Transactions are added to existing tax forms to reflect the new Year to Date (YTD) amounts and information. Existing forms that are not included in the YTD import will be flagged as zero-drop candidates if the zero-drop option is enabled.
- **Replacement:** This feature is currently unavailable.


1099 Pro Fixed Length Import Wizard
Specify how the Import will affect existing Tax Forms
These options let you specify whether new information will update existing forms or replace them
Select the type of data processing that will be applied when this type of import is performed
Processing Options for Tax Form Imports
Standard
All Tax Forms are added as individual records, independent of all other forms and regardless of whether other forms may exist in the system for the same recipient.
Transactional (aggregation must be enabled)
If an existing forms are found for a recipient according to the form matching rules currently in effect for the Filer, the new information will update the existing record and be added as a transaction for that record. Non-matching forms are added as new.
Year To Date
Transactions are added to existing tax forms to reflect the new YTD amounts and information. Existing forms that are not included in the YTD import will be flagged as zero-drop candidates if the zero-drop option is enabled.
Replacement
All existing Tax Form information for the Filer is deleted and replaced by the new forms.
Back
Next
Cancel
Help

12. Finally, *confirm the settings on the summary screen before you click "**Finish**".

* Confirm the settings on the summary screen and click "**finished**" then close the Custom Import Maps screen. You will then be taken back to the main **Browse the Import Maps** screen. If you created a new Custom Map Field, you can now select it from the list. If you make changes to your header name changes to your import file then you will need to modify your existing map or if you chose create a new map which matches those changes.

24.1.6.5 Fixed Length Import Map Wizard (CS version only)

Fixed Length Import Map Wizard

(1099 Pro Corporate Suite Version Only)

The 1099 Pro® Import Wizard simplifies the process of creating Import Maps so you can then import your data into the 1099 Pro software. The first step in creating an Import Map is to specify how the records to import will be selected and where the records will be inserted into the tax form. Import files can be imported in a variety of formats, including delimited .CSV, Fixed Length, Excel (XLS or XLSX) and XML. Follow the steps below to create and/or define an Import map.

Defining a Fixed Length Map Type *(also See Defining a Tab Delimited File Map)*

1. From the main screen in 1099 Pro you can click on the "**Import Forms**" link in the navigation bar to the left, or as an alternative, click on **Utilities** on the main menu then click "**Run the Import Wizard**"
2. Click on the "**Manage/Create Import Maps**"button.
3. Next, Click "**Add**" to add a new *Import map to the list, when prompted with "Which type of import would you like to create?", click **"Fixed Length"**.
   To delete and import map, highlight it and then click the "**Delete**" button.

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* There are three columns which define an Import Map: **Map Type, File Format and Description**. The description column gives details about the currently selected import map and the Notes windows to the right give additional details.

4. When clicking "**Add**" or "**Change**" you are prompted to go through the wizard for creating and/or modifying Import maps, click "**Next**".
5. Select your Import Data Type; either a Tax Form, Recipients or Filers. Next set your Field Delimiter and End of Record Options then choose your whether or not your import file contains one or more header records. Click "**Next**" to continue.
6.

Set the Field/Column Order or Fixed Position of your Tax Form

7. Next, specify your dollar amount format options for and using implied "decimals", then set your date field format options and the order in which your date components will be displayed. Click "**Next**".

The following list shows which formatting and processing options are available for applying to a **Fixed Length File Type:**

- **Tax Forms:** Amount (dollar) format and size, TIN (EIN/SSN) format options, Date Field Format Options, Check Box Size
- **Recipients:** TIN (EIN/SSN) format options, Date Field Format Options, Check Box Size
- **Filers:** TIN (EIN/SSN) format options, Date Field Format Options, Check Box Size

8. Select specific fields to be included in the import process and add them to your layout. You can do this by clicking and highlighting a field from the available fields on the left and then click the "**Add this field**" button which carries the "Database Field" from the left column over to the "Field Value" screen on the right. The screen on the right also shows the positions of the information in the file as well as the character size of that field. Optionally you may use the "Add Filler" button to add blank columns in between columns which have data.
9. Repeat this procedure until all of the necessary fields have been added to your layout. If the wrong field is accidentally assigned, click and highlight the incorrect field and then click the "**Remove**" button, Begin again by highlighting the correct field from left, then click "**Add this field**" until you are finished. You may also click the **up and down arrows** to change the order of a specific field up or down in the list. You also have the ability to customize the parameters of a mapped field. See Customizing a Mapped Field Click "**Next**" to continue.
10. Enter a title and description which will be displayed for users when they need to select an import map to use. You may also enter some optional notes which describe your custom map.

Set options for locating your import files.

11. Specify the default folder where this type of import file will be located. If left blank, you will always be prompted to locate the import file.
12. Next, you may optionally specify a default file name for the files that will be imported using this map.

Processing Options for Tax Form Imports (Note: This is a Corporate Suite/ASP Feature ONLY).

13. Select the type of data processing that will be applied when your import is performed.

- **Standard:** All forms are added as individual records regardless of whether other forms may exist in the system for the same recipient.
- **Transactional:** If existing forms are found for a recipient that match the form matching rules configured at the time of import, the new information will update the existing record and be added as a transaction for that record. Non-matching forms are added as new.
- **Year To Date:** Transactions are added to existing tax forms to reflect the new YTD amounts and

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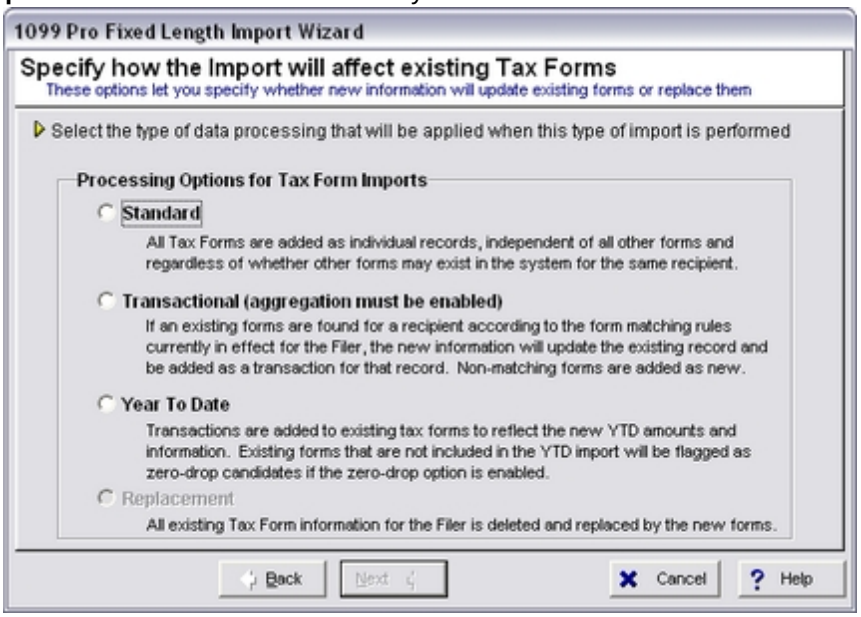
information. Existing forms that are not included in the YTD import will be flagged as zero-drop candidates if the zero-drop option is enabled.

- **Replacement:** This feature is currently unavailable.


1099 Pro Fixed Length Import Wizard
Specify how the Import will affect existing Tax Forms
These options let you specify whether new information will update existing forms or replace them
Select the type of data processing that will be applied when this type of import is performed
Processing Options for Tax Form Imports
Standard
All Tax Forms are added as individual records, independent of all other forms and regardless of whether other forms may exist in the system for the same recipient.
Transactional (aggregation must be enabled)
If an existing forms are found for a recipient according to the form matching rules currently in effect for the Filer, the new information will update the existing record and be added as a transaction for that record. Non-matching forms are added as new.
Year To Date
Transactions are added to existing tax forms to reflect the new YTD amounts and information. Existing forms that are not included in the YTD import will be flagged as zero-drop candidates if the zero-drop option is enabled.
Replacement
All existing Tax Form information for the Filer is deleted and replaced by the new forms.
Back
Next
Cancel
Help

14. Finally, confirm the settings on the summary screen before you click "**Finish**".

24.1.6.6 Optional Database Fields (CS version only)

Optional Database Fields

(1099 Pro Corporate Suite Version Only)

Optional Database Features

The following is a list of optional database fields that may be assigned for a fixed width import.

- AuxStr1/Rcp Life of Line: An informational field used to describe additional recipient information such as "Life of" etc...
- Alternate Account/PACE Key: This field can be used as an alternate account field which requires a custom print process by 1099 Pro, Inc.
- Name Line 3 and Name Line 4: This field can be used to store additional name and addressing information.

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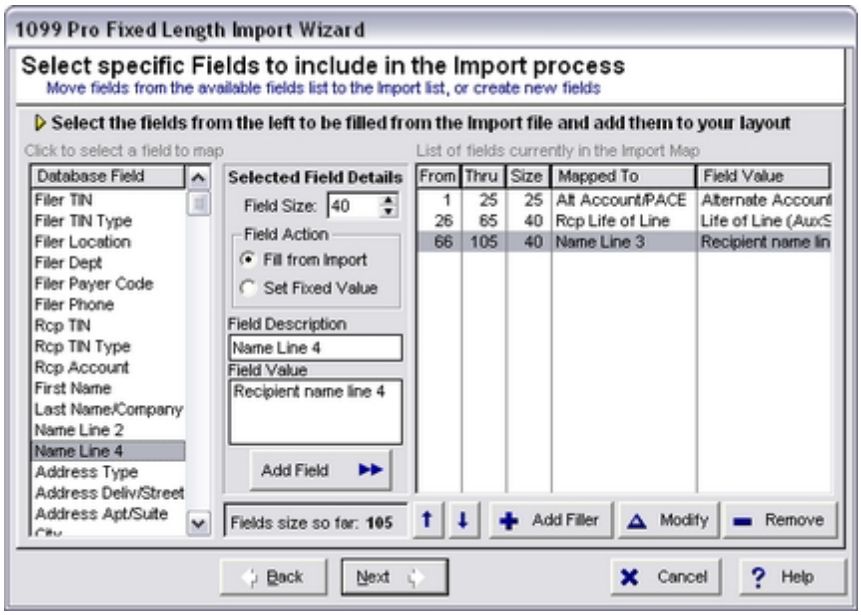

24.1.6.7 Step 1 - Import Data

Step 1 - Import Data

To import data

1. On the task panel select the General Options tab and the Importing Forms icon.

   - Multi-User Installations see comment (*) below.

2. At the Importing Information screen click on the on the "**Begin a new Delimited Import Process**" button.

3. At the Import Wizard screen click "**Next**" to proceed. Use the "**Back**" button at any time to go back a step.

4. Select the type of import you wish to process by selecting it from the drop down menu labeled "Select the type of tax form to import". Highlight the map which corresponds to your import file and then click "**Next**". Should you need to create your own map, please use the following links for more information regarding the Delimited Import Map Wizard and the Fixed Length Import Map Wizard.
3. Select your import file via the "Browse" button. Your data should display in the bottom window and may appear out of alignment. Your data should not contain any strange characters; if it does see Import File Conventions. You can also verify the Data Type, File Format, and Process Type before proceeding. Click "**Next**" to proceed.

   - Sample import files are located at ... C:\1099 Pro\Pro99T11\Import\Samples\.

6. If 1099 Pro detects that your import file contains non matching filer information then it will ask you to verify the currently selected filer and click "**Next**". If you need to change to a different filer then click the "**Select Filer**" button.
7. Use the list in the "View the mapped (tax form) Import Records" screen to verify that your import source file is being correctly mapped by the import utility. Use the View Previous and View Next button to scroll up

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and down in the list of records in your import file.

8. Next you should specify your import status. Most of the time you will import into a Pending status. See Import Statuses for more information. Click the "**Next**" button to continue.

Proceed to Step 2 of the import process, Validating your data.

Trouble Shooting Import Issues

Note: When importing a text file from (i.e. Microsoft Excel): During the import, you may run into a problem where during the process of assigning fields in the "Specify Form Field Mapping Screen", the software generates "0" records on the left hand side in the Available Input Fields column. Typically this can be caused by the import file being "locked" in memory by the application Microsoft Excel or similar application across a network LAN or WAN. The idea is to have Microsoft Excel or similar application to release control over the text file to be imported. To solve this problem, follow the steps below:

If working locally (An individual computer not on a network) First, close all instances of (i.e. Microsoft Excel) or another program used to generate your text file for import. Rename the file to a different filename. (i.e. "import.tab" >>> import2.tab.) Begin the Import Data process again starting with Step 1 above.

If working on a network (Your import file resides on another computer such as a workstation or a server) Again, close all instances of (i.e. Microsoft Excel) or another program used to generate your text file for import. Copy the file from the server to a folder on your local hard drive. (For Example: C:\Imports) Rename the file to a different filename. (i.e. "import.tab" >>> import2.tab.) Begin the Import Data process again starting with Step 1 above. Be sure and check with your Administrator to ensure you have the proper rights to
carry out this task.

24.1.6.8 Step 2 - Validate your Data

Step 2 - Validate your Data

Validating and Check your data for potential errors

1. Click the "**Test My Import Now**" button to perform a test import on up to 250 records. The Test Import Result window displays any errors and warnings. **Select any record** and click "**Change**" to view data, however changes **are not** saved in test mode. This is an excellent opportunity to verify your data and go back and make any necessary changes to mappings, delimiters, etc. Click "**Close**" to exit this screen.
2. Decide how to proceed with the import:
3. If records need to be corrected or deleted click "**Finish**" and then "**Report**" to run a summary report detailing any errors or warnings. This report is not available once the import session is posted. Then proceed to the Edit, Post or Abandon Imported Records screen.
4. If NO records need to be corrected or deleted AND you want to proceed directly to the final step of the import routine, click "**Finish**" and then "**Continue**". At the Edit, Post or Abandon Imported Records screen click "Post **Session**". You immediately enter the Post Import Records wizard.
5. If NO records need to be corrected or deleted BUT you don't want to proceed to the final step of the import routine at this time, click "**Finish**" and then "**Stop**". Remember to return at some point to modify, delete or post this import session!
6. A standard installation of 1099 Pro® allows up to 5,000 transactions. If the combined total of existing records in the database and imported records exceeds 5,000, the import may abort.

   To handle more than 5,000 transactions contact Sales at (888) 776-1099.

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*** Multi-User Imports:** When performing a large import consider running the import directly on the server to eliminate flooding, and possibly bottle necking, the network

Proceed to Step 3 of the import process, Posting Results.

24.1.6.9 Step 3 - Final Import - Post Results

Step 3 - Final Import - Post Results

1099 Pro® features a Import Wizard to simplify the import routine. Steps include Import Data, Review Import Session and Post Import Session.

Posting your import session

1. Consider optimizing the post process for very large imports.

2. On the task panel select General Options and the "Importing Forms" icon to access the Importing Information screen.

3. Access the Post Import Records Wizard by:

   - Referring to the Completed and In-Process Import Sessions window and selecting any import session with a Loaded or Partial status. Click "**Continue with Session**" and then "**Post This Session**". OR

   - Continuing directly from the second step of the import routine, Review Import Session, and clicking "**Post This Session**".

4. At the Post Import Session Wizard click "**Next**" to continue. At any time click "**Back**" to go back a step.

5. If any records in the session contain errors or warnings you must decide how to handle them. Options include:

   - **Do not post records with errors:** (Recommended!) Records without errors are posted and problem records are placed on "hold" so you can fix them at a later time.

   - **Post records with Warnings/Errors**: Post all records now. You'll need to review individual records and manually update these fields at a later time.

6. Specify how to deal with existing recipients in the 1099 Pro® system. Options include:

   - Match forms with existing Recipients, but do not update addresses

   - Ignore existing TINs, add every Recipient as new

   - Update the incoming tax form with my current Recipient information

   - Update my Recipient information with new information from the tax forms

7. Review settings and click "**Finish**" to post your import session.

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24.1.6.10 Modifying an Existing Import Map

Modifying an Existing Import Map

Adding a header after import map creation for a custom import map with headers

1. Click on “**Import Forms**” from the left hand navigation menu.
2. Click on "**Begin a new XXXX Import Process**".
3. Click "**Next**".
4. Click on “**Add/Update XXXX Import Maps**”.
5. Select the import map that you would like to add the new header to.
6. Click on “**Change**”.
7. Click “**Next**”.
8. Click “**Next**”.
9. Click “**Add**”.
10. You will see two fields, one labeled “**Mapped to Field**” and one labeled “**Field Name/Column**".

11. Enter the name of the header into "**Field Name/Column**".
12. Drag the new header (**Input Field Name/Column**) to the "**Mapped Import Field/Column Value**" corresponding to the "**Map to Field/Destination**". See the Map by Name section for more detail.
13. Once you are done, click "**Next**".
14. Please review all subsequent screens and click "**Next**" if they meet with your approval.
15. Click on "**Finish**".

Your import map will now be modified and the next time that you use this import map to bring in tax forms, it will also bring in the information located underneath the newly designated header.

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Adding an import field after import map creation for a custom import map without headers. (Fixed Position)

1. Click on "**Import Forms**" from the left hand navigation menu.

2. Click on "**Begin a new XXXX Import Process**".

3. Click "**Next**".

4. Click on "**Add/Update XXXX Import Maps**".

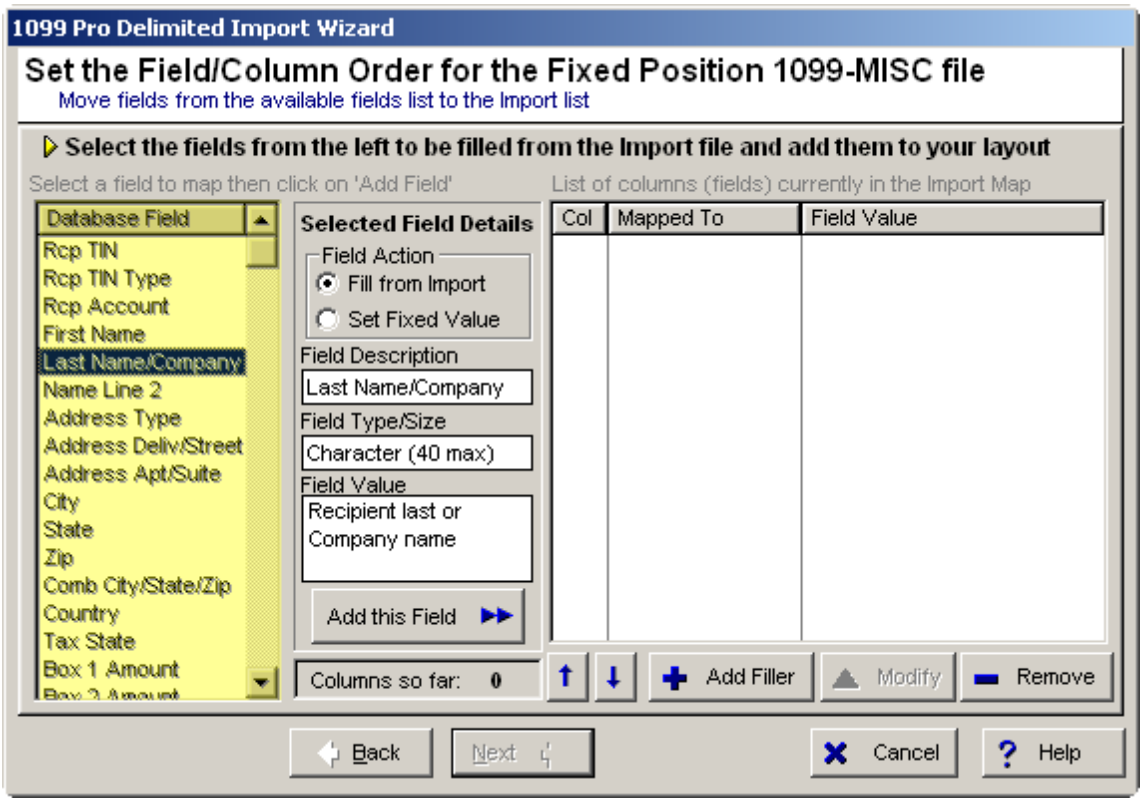
5. Select the import map that you would like to add the new import field to.

6. Click on "**Change**".

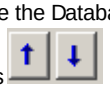
7. Click "**Next**".

8. Click "**Next**".

9. Select the Database(Form) Field on the left hand side that you wish to add. (Highlighted in yellow below)



10. Click "**Add this Field**" to move the Database Field over to your import map.

11. Use the Up and Down Arrows  to move the Database(Form) field to match the column in your import file.

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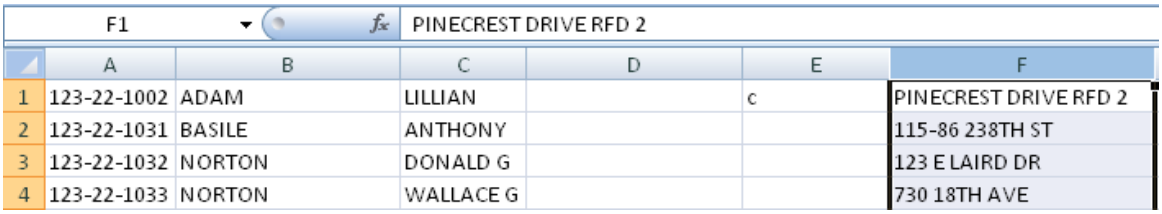
Note: The column on the import map must match the column's location on the spreadsheet. In the "**Col**", you will see which column on the spreadsheet the import map will be referencing when it imports.



F1 | PINECREST DRIVE RFD 2

	A	B	C	D	E	F
1	123-22-1002	ADAM	LILLIAN		c	PINECREST DRIVE RFD 2
2	123-22-1031	BASILE	ANTHONY			115-86 238TH ST
3	123-22-1032	NORTON	DONALD G			123 E LAIRD DR
4	123-22-1033	NORTON	WALLACE G			730 18TH AVE

12. When you are done making changes/adding columns, click "**Next**".

13. Please review all subsequent screens and click "**Next**" if they meet with your approval.

14.You will see your new entry in the "**Drag (map) Fields from here**...", on the left side under the "**Col**" entry will be the column where the import map will be looking for the information to import on your spreadsheet.

15.**Note**: It is very important that the column number that is listed in there matches the column number over from the left on your spreadsheet. For example, if it indicated that it will be the 6th column over on your new import map area, it must be the 6th column over on your spreadsheet.

16.Please review the information located in the right window that contains the "**Map to Field/Destination**"," **Mapped Import Field/Column/Value**" and "**Col**" columns.

17.if your information is correct, click on "**Next**".

18.Please review all subsequent screens and click "**Next**" if they meet with your approval.

19.Click on "**Finish**".

Your import map will now be modified, and the next time that you use this import map to bring in tax forms, it will also bring in the information located underneath the added column.

24.1.7 Drag and drop methods

Drag and Drop Methods

Drag & Drop Import Method
Use if your import file contains your own unique headers or no headers at all. Click on a field from the Available Input Fields and drag it across to the matching field in the Input Field list. Repeat this procedure until all of the necessary fields have been assigned. If the wrong field is accidentally assigned, double left click the mouse on the incorrect field on the Input Field and the information is removed. Then drag the correct field from the Available Input Field to the Input Field.

For more information see the Import Wizard and Map By Name topics.

24.1.8 Map by Name

Map by Name

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To perform manual Map By Name

1. At the "Map the import Fields/Columns to your..." area of the Delimited Import Map Wizard use the Drag & Drop method to map fields.

   - Drag the *Combined City/St/Zip* Available Input Field to the *Combined City/St/Zip* Input Field. Do not drag it to the individual *City*, *State* and *Zip* fields. Performed correctly, (Combined City/St/Zip) appears at each of the individual *City*, *State* and *Zip* fields. The parentheses indicate a successful mapping.

   - Drag the *Address Delivery/St* available Input Field to the *Address Delivery/St* Input Field. Then drag the *Address Apt/Suite* available Input Field to the *Address Apt/Suite* Input Field. Performed correctly, Address Delivery/St+ appears at the *Address Delivery/St* Input Field only. The plus sign indicates *Address Lines 1 & 2* have merged for a successful mapping.

   - Drag all other fields as normal.

Header Records

Sample import files utilize header records for an easy Map By Name import. Header records describe a field of data. For example, row 1 of the 1099MISC.TAB sample import file is composed entirely of header records (i.e., *Recipient TIN*, *Last name/Company*, *First name* and so on). Header records are not case sensitive.

Users are encouraged to incorporate header records from the sample import file into their own import file. This ensures an easy Map By Name import. If using your own header records or none use the Drag & Drop method.

24.1.9 Sample Import Files

Sample Import Files

Instructions for trouble free creation of your Forms Import File:

We strongly recommend all 1099 Pro users to Check out the sample Excel sheets called XLS Data Shells provided in the Import folder of your 1099pro software folder. What you need to do is copy your data under the respective field names provided in the Excel sheet. The following example should give you a brief idea of the procedure you need to follow:

Example: Importing data for your 1099-Misc form:

1. Access your 1099 Pro software folder (Default C:\1099 Pro\Pro99T11).In this folder you need to access another folder called Imports.

2. In the Imports folder, double-click on XLS Data Shells and in XLS Data Shells Double-Click on the Excel sheet called 1099-Misc.

3. Copy the first row containing all the field names onto a brand new Excel sheet. Then copy your relevant data under the respective field names.

(Please go through **Import File Conventions*** completely before you go to the Next step). Then save this excel sheet as a Text Tab Delimited file. This file is now ready to be imported into the software.

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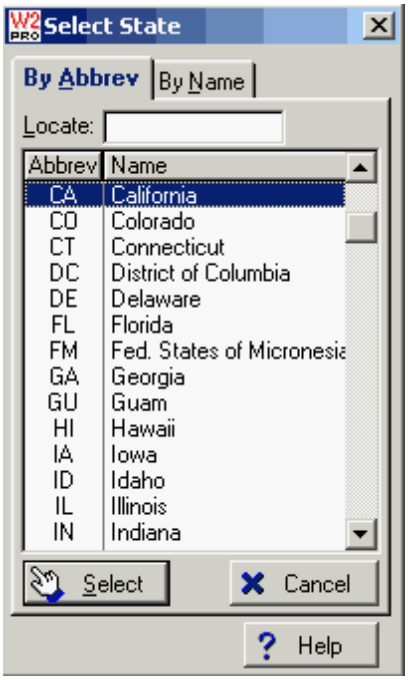
24.1.10 States Code Table

States Code Table

When you add or change information in a tax form, the **Employees'** master list, or **Employers'** master list, you have the option of setting the State code via a list of state names and abbreviations. You can right-click on an existing State field in a tax form or an entry screen and select from the list of states. The list that appears on the screen is determined by the Address Type you have selected. For Example: If you choose an address type of USA, the list of states will appear. Selecting Canada will allow you to select a province, and other will allow you to select a country from the Country Codes Table.



24.1.11 Import Status Overview

Import Status

Users must select an import status for their data in the first step of the import routine, Import Data. Selecting the correct status is important because aside from Pending, the status of the session can only be reset by voiding (deleting) the entire session.

Use the Import Session Report to review the status of records in an import session.

Import Status Overview

Loaded: Nothing has been done to the entire import other than the initial load.

In Process: Something has happened to logs (edit, posted, abandon, etc.), but there are still more records left.

Completed: All logs either posted, abandoned or reset. Nothing left to do.

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Discarded: All logs abandoned or reset.

All Reset: All logs were posted, then reset.

Individual Logs (one per Filer) can have the following values:

Loaded: Nothing has been done to the records other than the initial load.

Updated: At least one of the records in import hold has been opened and saved, e.g., changes were possibly made. Re-applying validation, etc., will also trigger this status.

Partial: Some records were posted, some are still left.

Imported: All records were posted, processing completed.

Imp/Disc: Some records were posted, the rest were abandoned, so processing still completed.

Abandoned: All records for the log were abandoned, none imported.

Reset/Void: A completed import was reset, removing the posted records from the database. Records only removed if their status has not changed since they were posted. Records that have had their status upgraded (e.g., Pending to Printed or Filed) are **NOT** removed.

24.2 Converting From Excel Formats

Converting From Excel Formats

Excel Spreadsheet Files

When saving data in Excel, use the 'Save As' method to save your file in .TXT (TAB delimited) format, not .XLS format. Sample import files in this format are included in your 1099 Pro installation and are very helpful. These files appear out of alignment when viewed from a text editor such as Notepad but look great when viewed from Excel. To import .TXT (TAB delimited) files select [TAB], [CR LF] and Double Quotes as your delimiters in the Import Wizard.

☑ .TAB files will not display at the "Open" screen in Excel unless "All Files (*.*)" is selected at the "Files of Type" field.

Comma Quote Delimited Files

In a database program such as Microsoft Access save your file in .CSV (Comma Separated Values) format. To import .CSV files select Double Quotes and Comma as your delimiters in the Import Wizard or the import will fail.

Examples of acceptable .CSV file formats (note formatting of dollar amounts):

```
"Charlie","Tuna","100.00","555-55-5555","1525 Bruin Ave","Westwood","CA","90024"
```

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```
"Charlie","Tuna",100.00,"555-55-5555","1525 Bruin Ave","Westwood","CA","90024"
```

Other Spreadsheet Files

In your program determine if files can be saved in .TXT (text) format. If difficulty is encountered, columns may be inserted between the existing columns and a "|" (pipe) may be entered as a delimiter. To import .TXT files select Pipe as your delimiter in the Import Wizard.

No Obvious Way to Create an Import File

If nothing else works, try printing your data to a file. A generic text driver that only prints text characters may be required. Import that file into a spreadsheet, parse the various columns and then import into 1099 Pro.

24.3 Microsoft Access 2007 Rollup Procedure

Microsoft Access Roll up Procedure for Microsoft Office 2007

This procedure will walk you through the process of aggregating information for multiple tax forms located on one spreadsheet and combining them all into one sheet.

This walk though can be useful if you are exporting information from multiple databases, and several of them have information for the same recipient.

1099 Pro does not supply customers with Microsoft Office 2007, or Microsoft Access 2007.

Note: The 1099 Pro Corporate Suite edition of the software includes a option to have tax form information aggregated on import

Microsoft Access Rollup Procedure for Microsoft Office 2007

Note: You will need tax form information in an existing Excel spreadsheet prior to beginning this tutorial.

1. Start Microsoft access 2007.

2. Click on "**Blank Database**" and name it something appropriate.

   Note: If necessary select an alternate location to save your database file to.
3. Click on the "**External Data**" tab.
4. Click on "**Excel**" over the "**Import**" area.
5. Click on "**Browse**" and you will be given the option to locate the excel file that you would

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like to import.

Note: Make sure the option "**Import the source data into a new table in the current database**" is selected.

6. You will then be presented with a screen showing you everything in your spreadsheet divided by columns.

   Note: It is **HIGHLY** recommended that you use headers for your columns in excel, and you select the option "**First Row Contains Column Headings**".

7. Once you have verified that the information appears correct, click on the "**Next**" button to proceed.

8. Now you will be presented with a screen that will allow you to choose what type of information each column contains, go through the list, and then click on "**Next**" to continue.

9. On the next screen, you will be prompted to choose which field will be used as a primary key; we recommend letting access choose the primary key. Once you are done, click "**Next** " to continue.

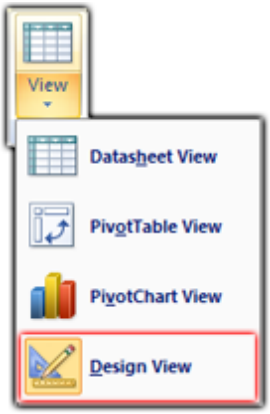
10. You will then be asked to name the table that you have created, and then click on "**Finish**".

11. You will be prompted to save the import steps that you used to create this table. If you would like to, click the "**Save Import steps**" checkbox. Otherwise click "**Close**".

12. You will then be brought back to your MS access screen; right click on the "**Tab**" labeled " **Table 1**" and click close.

13. Now double click on the table name for the table you created in order to open the table.

14. With you table open, right click on the table name under the "**All Tables**" drop down menu on the left hand side, and click on "**Design View**".



15. You will then be shown 3 columns: Field Name, Data Type and Description.

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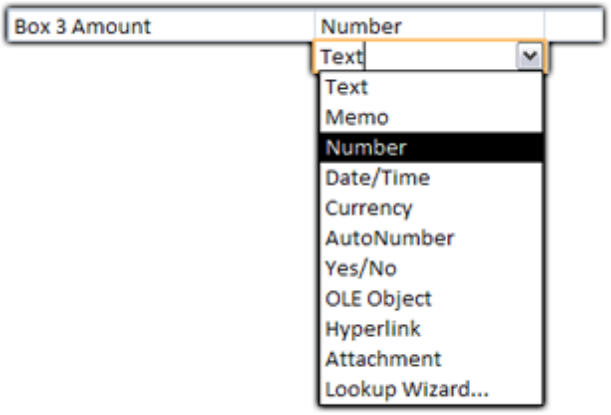
16. Under the "**Field Name**" column, you will find each of the boxes from your imported spreadsheet.

17. Under "**Data Type**" you will see how MS Access sees the information in the boxes to the left.

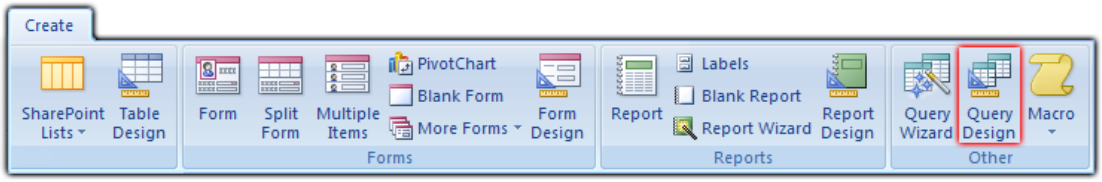
18. Here you will have to see if any of the boxes that you have imported have been imported as the incorrect data type. It is necessary that all boxes that you would like to be aggregated be marked as "**Number"**.

19. **Note**: The program will generate errors when aggregating the forms if you have the incorrect data type associated for a box type.



20. Under "**Description**" you can put any notes that you would like to associate with that box; this will not impact your forms in any way.

21. Now click on the "**Create**" tab, and then click on "**Query Design**".



22. You will see a list containing your table on it. With your table highlighted, click on "**Add**".

23. You will then see a window with your table information open in it. You may now click on "**Close**" to close the "**Show Table**" screen.

24. You must now drag and drop the header names from within the query window into the "**Field**" area on the bottom of the screen.

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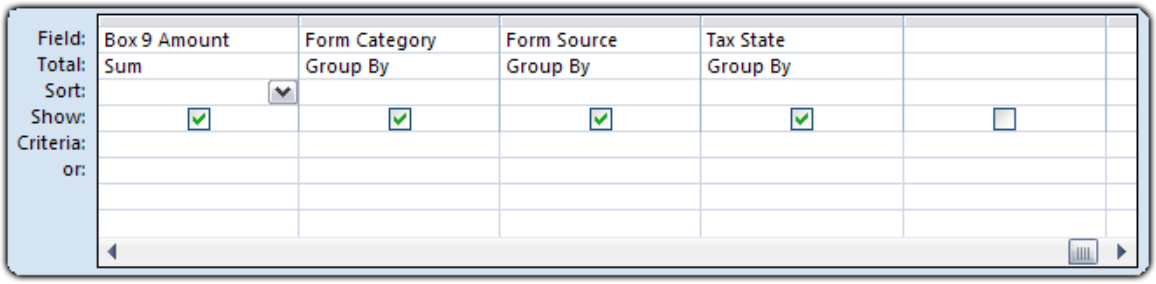
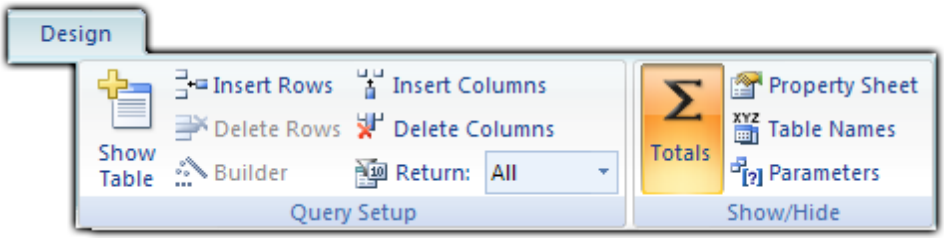
Note: You must drag and drop each header that you want to appear in the export into the field area on the bottom of the screen.



25. Once this is done, for each box area where you would like the amounts to be aggregated, click on the "**Totals**" area underneath the desired box and select "**Sum**".



26. For all areas that should have their information combined, leave the "**Totals**" area at " **Group by**". This will combine their fields, and this is what should be used for things like TIN, Address types, etc.

27. Once you are done, click on the "**Run**" icon.

28. If everything was entered correctly, you will be presented with a combination of all your matching forms as well as the totals for all the boxes where the prior information matched identically.

Note: If "**Sum**" was chosen for an area that could not be "Summed" (I.E. Form Category), you will receive the following error message:

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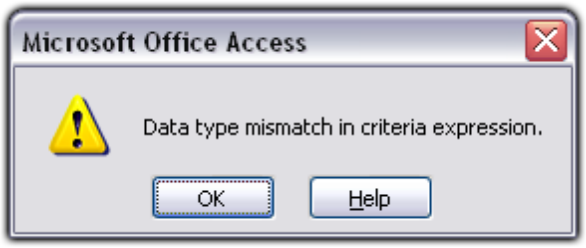

29. Once that is done, you will be presented with a new object that contains all the information that you chose to aggregate.

30. You can now click on the "**External Data**" tab, and over the "**Export**" area, click on " **Text File**".

31. It is not recommended that you select any of the options on this page. You will be given further options once you have clicked "**Ok**".

32. You will now see all your information in the "**Sample Export Format**" window. In addition to this, you will be given the option to save your text file as a "**Delimited**" or "**Fixed Width** ". It is recommended that you choose "**Delimited**" file. Click "**Next**" to continue.

33. You will now be given the choice of what delimiter will be used. It is recommended that you use the "**Tab**" delimiter. Also select "**Include Field Names on First Row**" and change the "**Text Quantifier**" to "**None**", and click "**Next**" to continue.

34. You will now be given the chance to name your file; it is suggested that you name the file that will easily identify it, and click "**Finish**".

    Note: If you plan on creating many of these types of files, it is recommended that you select the option to "**Save Export Steps**" and choose a name that will easily identify the delimited text file creation process.

24.4 Delimiters

Delimiters

A Delimiter is defined as a character used to indicate the beginning and end of a data string. Delimters can be commas, periods, tabs, spaces, and even quotes.

You will need to specify delimiters for your import file. Upon correctly setting delimiters, each field of your header record should appear on a different line at the Import Data Delimiter screen. If your data displays in one long row or contains strange characters the wrong delimiter was used. Select the appropriate delimiter to correct this problem.

File Format Choices

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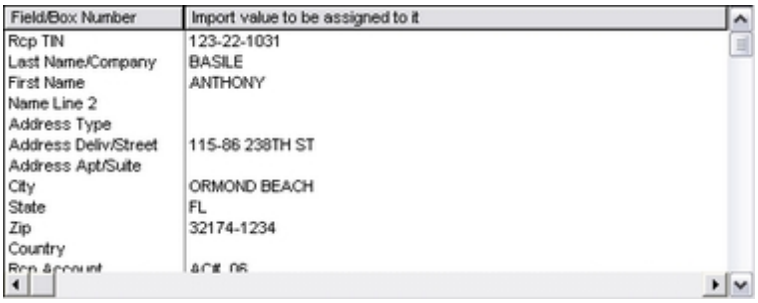
Standard Tab Delimited: Works with all .TAB sample import files and standard .TAB files.
Standard Comma Delimited (CSV): Works with comma separated value (CSV) files.
Pipe: Works with pipe delimited "|" values.



Field/Box Number	Import value to be assigned to it
Rcp TIN	123-22-1031
Last Name/Company	BASILE
First Name	ANTHONY
Name Line 2	
Address Type	
Address Deliv/Street	115-86 238TH ST
Address Apt/Suite	
City	ORMOND BEACH
State	FL
Zip	32174-1234
Country	
Rcp Account	

24.5 Import Session Report

Import Session Report

The Import Session report details all records in the selected import session.

To generate this report

1. On the task panel select General Options and the Importing Forms icon.

2. At the Completed & In-Process Import Sessions screen highlight an import session and click the "**View/ Print Session Report**" button. Click "**Yes**" to preview the report.

Reset Import Session

Resetting an import session voids (deletes) all records. The only exception is if some records from a pending import session have been upgraded to filed status. Those records would not be voided. Voiding an import session does not delete recipient information from the master recipient database.

To reset session

1. On the task panel select General Options and then the Import Forms icon.

2. At the Completed & In-Process Import Sessions screen highlight an import session and click the "**Reset (Void) Session**" button.

   - Only sessions with an Imported or Partial status are available for void.

3. The Administrator prompts to confirm the void. Click "**Proceed with Reset/Void**" to continue or "**Cancel**" to abort. Session status immediately updates to Voided.

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24.6 Reject Imports

Reject Imports

Records that contain certain errors are automatically rejected for import. Reject errors include:

- Missing Last Name *and* TIN
- Field contains non-allowed negative amounts

If the correct information is available, users should exit the Import Post Wizard and fix the record at the Edit, Post or Abandon Records screen. If the correct information is not available, users may proceed with their import. The rejected record is held at the Completed & In-Process Import Sessions screen and may be fixed at a later time.

☑ For more information on Warnings, Errors and Reject Errors see Error & Validation Checking.

24.7 Review Import Session

Review Import Session

The second step of the import routine, Review Import Session, allows you to correct errors, delete records or abandon an import session.

To review import session

1. Verify you are at the Edit, Post or Abandon Imported Records screen. If you are not at this screen, access it by selecting your import session at the Completed and In-Process Import Session window and clicking the "**Continue with Session**" button.*"
2. At the Edit, Post or Abandon Imported Records screen the Error Messages column lists any errors or warnings. To correct an error highlight the record and click "**Change**". Make changes and click "**OK**". You are prompted to save changes to the record, click "**OK**". The error message should be removed.
   - Errors and/or warnings should be corrected, if possible, to ensure success in the final step of the import session.
   - If the Error Messages column is blank no errors are associated with the record.
3. If errors cannot be corrected (because the correct information is not available) you may either:
   - Click "**Abandon This Session**" to permanently delete all records. This deletes only these records from the import session; it does not delete other records in this session that have already been posted.
   - Click "**Delete**" to delete a single record.
   - Ignore errors and fix them later.
4. After making necessary edits and/or deletions click "**Post This Session**" to proceed to the final step of the

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import routine, Post Import Session.

- Remember, any record not posted in this session may be modified and/or posted at a later date; simply repeat the above steps!

* The "Continue with Session" button is only available for sessions with a loaded or partial status.

24.8 Independent Contractor Reporting Overview

Independent Contractor Reporting Overview

The Independent Contractor Reporting (ICR) Service, offered by 1099 Pro Inc., provides a simple way for you to stay compliant with states that require that you inform them of payments that you make to contractors that your business hires.

Many states have implemented such laws for the purpose of tracking and collecting child support & alimony from non-custodial parents. Because state laws change from year to year and because more states are adopting tracking and collection laws, compliance for businesses that do not have large legal staffs can be difficult. 1099 Pro's software solutions and web-based solutions such as ICR, help businesses stay compliant.

For a minimal fee, you can submit a single filing, hundreds of filings or thousands of filings to a state. Currently, our service supports filings with the state of California. However, we are diligently working to add support for more states within the coming months.

Using our service is very simple:

- Setup a FREE account online.
- Enter or upload your recipient information.
- Enter or upload your provider information.
- Add your filings to your shopping cart and pay for the submission of them.
- We take care of the rest.

As an added bonus, if you already use 1099 Pro software to file your 1099's, then taking advantage of our ICR Service is even easier as we can get the information for your ICR filings right from your 1099 Pro export files!

For customers that want to use our ICR Service but that do not use 1099 Pro software for filing 1099's, you can manually enter information or you can upload comma/tab delimited files.

Visit our website at http://www.1099icr.com for more information. Existing 1099 Pro customers receive a discount and/or free filing when using this service.

24.9 Voiding an Import Session

Review Import Session

This section will allows you to void previously imported records. In order for records to be voided they must

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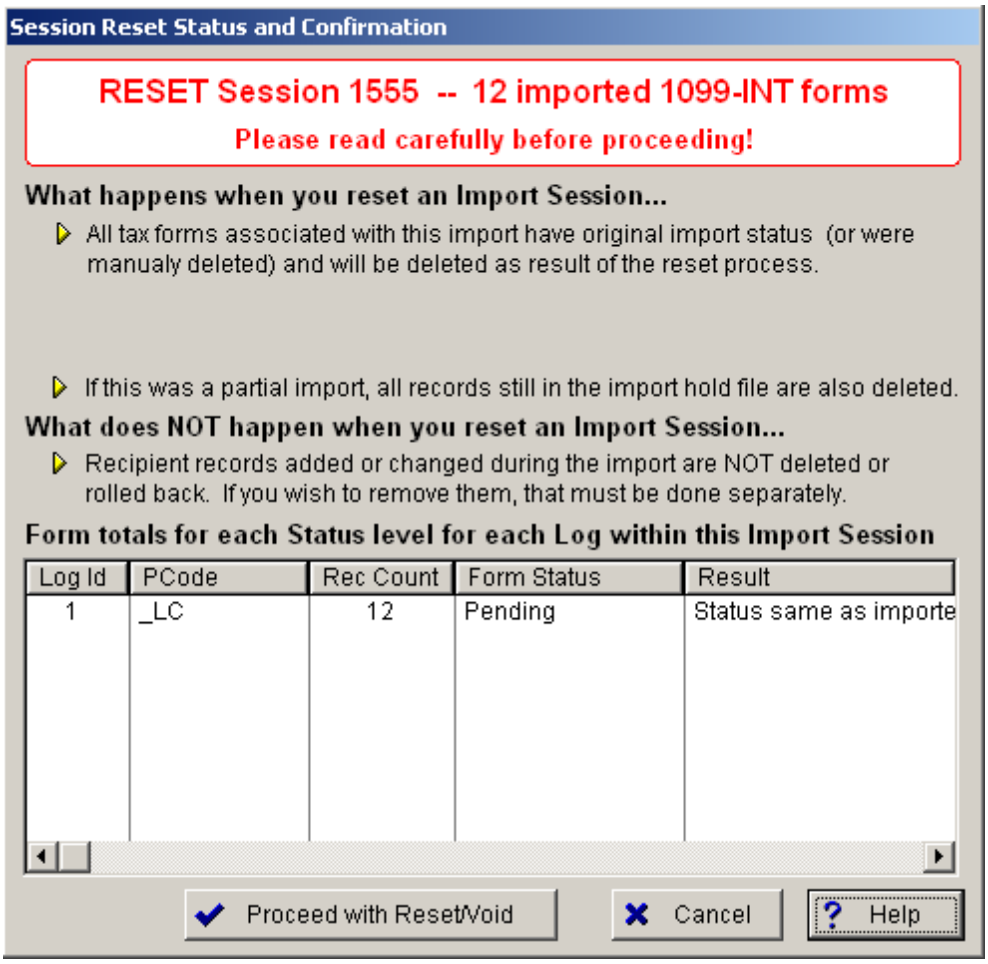
match their original status.


Session Reset Status and Confirmation
RESET Session 1555 -- 12 imported 1099-INT forms
Please read carefully before proceeding!
What happens when you reset an Import Session...
All tax forms associated with this import have original import status (or were manualy deleted) and will be deleted as result of the reset process.
If this was a partial import, all records still in the import hold file are also deleted.
What does NOT happen when you reset an Import Session...
Recipient records added or changed during the import are NOT deleted or rolled back. If you wish to remove them, that must be done separately.
Form totals for each Status level for each Log within this Import Session
Log Id
PCode
Rec Count
Form Status
Result
1
_LC
12
Pending
Status same as importe
Proceed with Reset/Void
Cancel
Help

25 Printed

Printed

All records are assigned a print status that determines their position in the filing cycle. A **printed** record is available for inclusion in a 1096 transmittal. To edit a *printed* record you must first reset its print status to pending.

See Print Status topic.

25.1 Print sessions

Print Sessions

A **print session** is any batch of records with a Printed or Filed 1096 print status.

See Print Status topic.

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26 Printing Overview

Printing Overview

Print Tax Forms

The 1099 Pro® Print Wizard simplifies the printing routine; print to preprinted laser forms, blank stock or continuous forms.

*See **Print Tax Forms Wizard** for more information.*

Quick Print

1099 Pro® makes it easy to quickly print a tax form using the Quick Print feature within the Enter, Update and View Screen.

*See **Quick Print** for more information.*

Print Status

1099 Pro® assigns a print status to all records. To determine a record's status go to the Browse Form Records screen and refer to the Status column.

*See **Print Status** for more information.*

Margin Alignments

Alignment Adjustments when printing to Blank Stock

Alignment adjustments can be made when printing to blank stock. After choosing blank stock you can select **Advanced Print Options** at the "Ready to Print" summary screen.

Pre-Printed Forms Address Alignment

The Print Wizard offers the opportunity to print a test alignment, and adjust margins accordingly, prior to printing your forms. *A test alignment to a blank sheet of paper is a smart way to minimize form waste.*

*See **Troubleshooting Margin Alignments***

PCL Printing

☑ Please contact **Technical Support** for more information about this feature.

*See High-speed **PCL printing** is designed for printing thousands of forms.*

Reprint Records

1099 Pro makes it easy to reprint an individual record from a print session.

*See **Reprinting Records** for more information.*

Reprint Print Sessions

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1099 Pro® makes it easy to reprint a print session.

See **Reprinting Print Sessions** for more information

Reset Print Sessions

Only print sessions with a printed* status may be reset. Resetting a session will reset ALL records to pending status. To reset an individual record see Print Status.

*See **Reset Print Sessions** for more information.*

Printing IRS Instructions Sheets

Your 1099 Pro installation includes many useful IRS/SSA forms and instructions. Additionally, users with an active internet connection can access current versions of these and other files directly from the IRS/SSA websites.

*See **Printing Blank Forms** for more information*

Troubleshooting Printer Issues

1099 Pro prints to most Windows compatible printers, subject to the printer's margin limitations. If your bottom margin is greater than 1/3-inch you may not be able to print data at the bottom of the page or you may have to print 2 forms to a page. Check your printer's manual and/or Maximum Printable Area for your BubbleJet, Deskjet, Inkjet or Laserjet if you have questions.

*See **Trouble-Shooting Printer Issues** for more information*

Form Limits

1099Pro® now contains a feature called Form Session Limits which provides extra filtering options when printing forms.

*See **Form Limits** for more information*

PDF File Generation

Creating PDF files is fast and easy. For Example: You want to E-Mail or electronically transfer your PDF file via the Internet. This is now the preferred method of generating a PDF file instead of printing through a PDF printer selection or driver through the print menu. In addition you are given the option to password protect your PDF file and save it to a location on your hard disk or on a network as well as view it in Adobe Acrobat.

*See **Initial PDF Options** for more information.*

Advanced Print Options

1099Pro® offers an Advanced Print Option to allow you to shift the position of the Filer and Recipient Addresses either vertically or horizontally on a printed recipient copy and also force an "X" into the "Corrected" and VOID boxes on the form. These options are only available on copies for Recipients, not Federal or Local State copies or copies for your own records.

*See **Advanced Print Options** for more information.*

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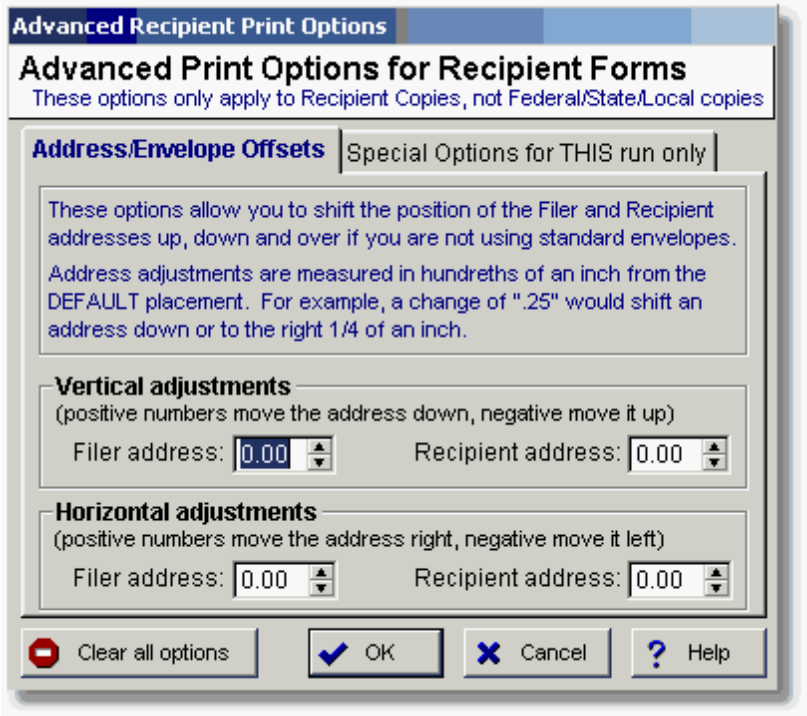
26.1 Advanced Print Options

Advanced Print Options

1099Pro® offers an Advanced Print Option to allow you to shift the position of the Filer and Recipient Addresses either vertically or horizontally on a printed recipient copy and also force an "X" into the "Corrected" and VOID boxes on the form. These options are only available on copies for Recipients, not Federal or Local State copies or copies for your own records.
Normally, a Filer will issue a form in January, and the information on that form will not change again -- it will simply be filed with the IRS later in February or March. Sometimes, though, the Recipient may have been sent erroneous information or simply need to have an address changed. If the form has not been filed with the IRS yet, the Filer will only need to correct the information in 1099 Pro and issue a new, revised form to the Recipient.


Advanced Recipient Print Options
Advanced Print Options for Recipient Forms
These options only apply to Recipient Copies, not Federal/State/Local copies
Address/Envelope Offsets
Special Options for THIS run only
These options allow you to shift the position of the Filer and Recipient addresses up, down and over if you are not using standard envelopes.
Address adjustments are measured in hundreths of an inch from the DEFAULT placement. For example, a change of ".25" would shift an address down or to the right 1/4 of an inch.
Vertical adjustments
(positive numbers move the address down, negative move it up)
Filer address: 0.00
Recipient address: 0.00
Horizontal adjustments
(positive numbers move the address right, negative move it left)
Filer address: 0.00
Recipient address: 0.00
Clear all options
OK
Cancel
Help

26.1.1 Forcing an X

Forcing an X

Why would I want an 'X' in the Corrected box?
Many people regard these revised, re-issued forms as a correction, and want to have that box checked to help indicate to the Recipient that the new form has the correct information on it. The Advanced Options will let you do that. What's important to understand is that **the IRS does NOT regard this a correction.** Since the information has not been filed with them yet, they neither know nor care how many versions of a form have been issued and/or reissued before they get the final information. Regarding formal IRS corrections (i.e., a correction to information AFTER it has been submitted to the IRS) The IRS has very strict rules about which forms should have the Corrected and/or Void boxes checked. **That's why the Advanced Options are only**

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available for forms that go to the Recipient -- send the IRS an *original* form with the Corrected box checked and it will probably be rejected.

To enter a message, or force an "X" to be printed:

1. "The Special Options for this run only" tab allows you to specify an optional message to be printed on all **Recipient copies** for the print run. For your convenience, 1099 Pro provides a number of built-in messages, such as:
   - * Re-issued Form *
   - * Revised and Re-Issued *
   - * Corrected and Re-issued *
   - * Replacement Copy *
   - * Duplicate copy per request *

2. You may also force an "X" to be printed in the corrected box for the forms by placing a check mark in this option. For the few recipient copies that have a VOID box on them (most forms don't), you can force an "X" to be printed in that box as well.

Reminder: Printing an "X" in the Corrected or Void boxes is purely visual. Checking these boxes does **NOT** create a valid correction or VOID a form. **These special options apply to the current print run only. If you need to use them for more than one print run, you must set them again each time.**

26.1.1.1 Inserting a Custom Print Message

Inserting a Custom Print Message

Why would I want to do this?

This is an optional task that allows you to notify your recipients with a custom message such as "Revised & Re-Issued" or "Corrected and Re-Issued" on the form. This way they have some indication of what was done whether it was a correction to a SSN number for example or a confirmation of an address change.

To select or enter a message, or force an "X" to be printed:

1. "The Special Options for this run only" tab allows you to specify an optional message to be printed on all Recipient copies for the print run. For your convenience, 1099 pro provides a number of built-in messages, such as:
   - * Re-issued Form *
   - * Revised and Re-Issued *
   - * Corrected and Re-issued *
   - * Replacement Copy *
   - * Duplicate copy per request *

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2. You may also force an "X" to be printed in the corrected box for the forms by placing a check mark in this option. For the few recipient copies that have a VOID box on them (most forms don't), you can force an "X" to be printed in that box as well.

26.1.2 Making Address Adjustments

Making Address Adjustments

Address adjustments are measured in hundredths of an inch from the default placement. For example, a change of ".25" would result in the address shifting down or to the right 1/4 of an inch.

To modify the position of the address vertically or horizontally:

1. Choose the form type in the Current Form drop down menu (above the Forms & Printing section)
2. Choose the method to be used for selecting the 1099 form to be printed.
3. Click on the "**Begin Print Process button"** in the **Print Forms for Recipients and the IRS** screen.
4. Select the print stock you will be printing on, whether pre-printed, or blank stock or continuous forms. Click "**Next**"
5. Choose a sort order. Click "**Next**" to continue
6. Choose whether to preview the forms for printing. Click "**Next"** to continue
7. On the summary screen you are then presented with a summary of your current printer, print options, paper type, total recipients, selected form, sort order and other information.
   - The Advanced Print Options button appears in the middle of the summary screen. Click on " **Advanced Print Options"** button.
8. On the Address/Envelope Offsets tab, begin by modifying the values for vertical and horizontal adjustments using the arrows. As you make your adjustments, the adjustment title will turn **RED** indicating that your adjustments may be too large. When finished click "**OK**."

To close this window, validate all of your settings and click "**OK**" or to abandon your settings click "**Cancel"**. If you have made Advanced Printer Option modifications then click "**Print"** to preview your changes and/or click " **Print"** to print the form.

26.2 Form Limits Overview

Form Limits Overview

1099Pro® now contains a feature called Form Session Limits which provides extra filtering options when

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printing forms.

Why would I want to use a Form Session Limits Filter?
Let's say you have a group of 1,000 forms that need to be printed. You have already set the print process to generate, "ALL Pending forms for the current filer", however, you want to go the extra step and filter "ALL Pending forms..." with a Zip code range of 90001 thru 90650 because your intention is to filter these forms and narrow them down to a specific county geographically within a large town or county. The Form Session Limits Filter will make this possible.

26.2.1 Enabling Form Limits Filter

Enabling Form Limits Filter

To enable the Form Session Limits Filter:

1. At the Enter, Update and View Screen where you can browse forms, click the **Forms & Printing** section on the task panel to the left side of the screen.

2. Click the "**Print Tax Forms"** icon

The software displays the Printing Tax Forms Screen where you can choose a printing method based on the criteria of your current selected form. Your criteria selections are listed as "Begin printing IRS approved (i.e. 1099-MISC)tax forms:

- **ALL Pending Forms for the current filer**
- **ALL Pending Forms for all filers**
- **Manually select forms for the current filers**
- **ALL Pending forms for Selected filers**

3. Put a check mark in the box next to the description: **Show me the optional extra filters for limiting the number of records that will be selected.**

4. Click the **"Begin Print Process"** button to execute the command.

26.3 PDF File Generation Overview

PDF File Generation Overview

What is a PDF file?
PDF stands for Portable Document Format. It's a distribution format developed by the Adobe Corporation to allow electronic information to be transferred between various types of computers. The software which allows this transfer is called Acrobat. In order to view and print a PDF file you will first need to download

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and install a copy of the Adobe Acrobat Reader.

To download and install Acrobat Reader, please visit ADOBE.

Adobe Acrobat Reader may be installed in two different ways.
- As a plug-in to your browser, your PDF documents can be viewed directly in the browser window.
- As a stand-alone program, PDF files can be downloaded and viewed separately.

Why would I want to generate a PDF file?
Creating PDF files is fast and easy. For Example: You want to E-Mail or electronically transfer your PDF file via the Internet. This is now the preferred method of generating a PDF file instead of printing through a PDF printer selection or driver through the print menu. In addition, you are given the option to password protect your PDF file and save it to a location on your hard disk or on a network as well as view it in Adobe Acrobat.

I plan on E-Mailing my information over the Internet and I'm concerned about security. Does 1099Pro generate PDF's that are secure?
1099 Pro offers the option to encrypt and password the PDF for security. This feature enables 1099 Pro to create and process encrypted PDF documents according to the Acrobat 5.0 standard. Encryption is commonly used to prevent unauthorized viewing, printing, editing, copying text from the document and doing annotations. You can then control how they are used. The "Standard Security" encryption feature of the PDF Library has been enhanced to provide 128-bit encryption support.

Click here to see the options available for PDF printing

26.3.1 Initial PDF Options

Initial PDF Options Window

Generate PDF Options
Generating PDF documents enables your organization to optimize the delivery of professional-looking, compliant documents. This feature, now available in 1099 Pro allows you print your reports to an encrypted PDF file which can also be password protected. Follow the steps below to generate a PDF file.

To generate a PDF from a tax form or a report:
1 On the task panel select the Forms & Printing section and the Print Tax Forms icon. Use the Current Form drop menu to select the form type to process.

2 At the Printing Tax Forms screen choose the method to select pending forms for print:

3 Click the "**Begin Print Process**" button to access the Print Wizard.

4. Select processing options for any records with errors or warnings at the Confirm Processing screen.

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5. Select Printer and Paper Type:

   - Review the selected printer and change if necessary
   - Choose your ***paper type***; Preprinted laser forms, Blank stock or Continuous forms

6. Select the copies you want to print.

   - The Combined Print option, available when printing to Blank stock, prints all recipient copies and instructions on one sheet of paper

7. Select a sort order to print forms:

8. Select "Yes to preview each selected copy type without asking me

9. Review print summary and if satisfied, click "**Print**" to begin printing.

Note: As the Print Preview screen loads you will see icons in the upper right corner of the screen. (See image #1 below)

- Make a PDF - converts the print job to a PDF document and prompts you to save this file to a location on your hard drive. The default location (C:\1099 Pro\Pro99T11\PDF) You may also view a PDF which converts the print job to a PDF document and then starts Adobe Acrobat to view the file and finally, you can Password Protect a PDF which prompts you to password protect the file before generating it and then allows you to save to a location on your hard drive.
- Click this button to begin the PDF generation process. The print screen will be displayed and then click ok to be taken directly to the PDF options screen.

(Image #1)

In addition you may use the "Search" feature to search for characters on any of the pages to be printed or use the "Toggle Stay after Printing" feature to keep the tax form or report preview on the screen.

10. When you are finished generating a PDF, indicate if forms are ready to send to the IRS:

    - Select "I haven't printed my red Copy A yet..." if you are still printing copies of these records. These records have a pending status and are available for edits and further printing.
    - Select "I have printed and verified my red Copy A forms..." after printing/approving all copies of these records. These records are assigned a printed status and are now ready to generate a 1096

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transmittal.

11. Click "**Finish**" to exit the Print Wizard.

26.4 Printing Blank Forms Overview

Printing Blank Forms Overview

Your 1099 Pro installation includes many useful IRS/SSA forms and instructions. Additionally, users with an active internet connection can access current versions of these and other files directly from the IRS/SSA websites.

☑ All documents are in PDF format and require Acrobat Reader® to be viewed or printed. Download Acrobat Reader for free at http://www.adobe.com.
www
*See **View & Print IRS Tax Forms & Instructions***

26.4.1 Print IRS Form & Instructions

Print IRS Form & Instructions

To view local files
1. On the task panel click "**Forms & Printing"** section and the More IRS Forms & Info icon.
2. At the Printing Blank Forms & Instructions screen set the Current View to "Local files installed on my machine".
3. Highlight a PDF document and click "**View the Selected Form**". The selected file opens automatically in Acrobat Reader.

To view files on internet
1. Verify you have an active internet connection.
2. On the task panel click **Forms & Printing** and the **More IRS Forms & Info** icon.
3. At the Printing Blank Forms & Instructions screen set the Current View to "**Web Files on IRS/SSA sites**".
4. Highlight a PDF document and click "**View the Selected Form**". The selected file opens automatically in Acrobat Reader.

☑The 1096 Annual Summary & Transmittal of U.S. Informational Returns is provided for informational purposes only. Do not send a black and white printout of Form 1096 to the IRS; they require it be pre-printed with a special red ink.

26.5 Puerto Rico compliant tax forms (CS version only)

Puerto Rico compliant tax forms (Corporate Suite version only)

1099 Pro Corporate Suite (CS) software supports enhanced Puerto Rico form Printing from the desktop as well as ASP web interface.

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This section of the help file will assist you with printing tax forms that are acceptable in Puerto Rico. This feature is accessible in either the "**Quick Print**" or "**Print tax forms**" sections of the software. Additionally, Puerto Rico compliant tax forms can also be printed from our ASP interface, specifically via the quick print function in the software. Please see the section of the help file called, "**For Puerto Rico Printing via the ASP web interface"** for more information.

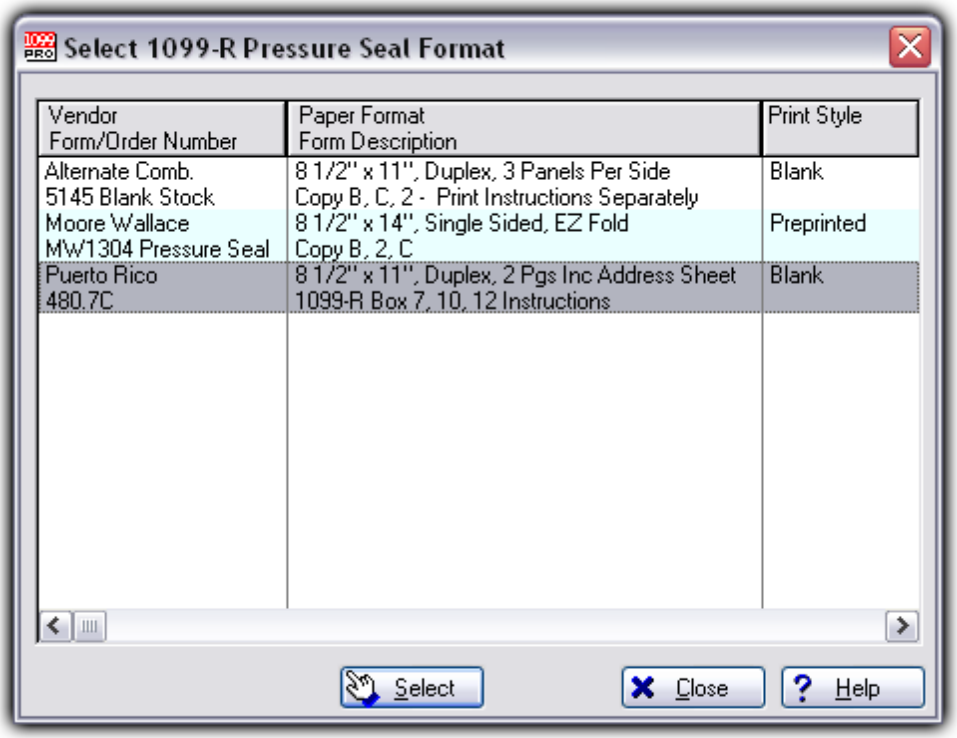
The following information is for the Corporate Suite software. Please see below for instructions on printing Puerto Rico forms.

Note: These steps are to be used when you are asked to select what type of paper to use in either the "**Quick Print**" or "**Print tax forms screen**".

To Print ***1099-R's*** on approved Puerto Rico forms in the CS software:

1. From either the "**Quick Print**" screen or the "**Print Tax Forms**" screen, select "**Pressure Seal/ACL**" when asked to "**Select the type of paper you want to print on**".
2. Click on "**Puerto Rico 480.7C**".
3. Click the "**Select**" button.
4. Click the "**Print Now**" button.

Note: Since there are multiple pages required for a Puerto Rico 1099-R compatible printout (6 pages per recipient), it is recommended that you put the printer in duplex mode before printing. Currently address information is spaced to fit into an 8888-1 envelope. If needed 1099 Pro can create a template for the address information to be displayed properly with other envelopes.


Select 1099-R Pressure Seal Format
Vendor Form/Order Number
Paper Format Form Description
Print Style
Alternate Comb. 5145 Blank Stock
8 1/2" x 11", Duplex, 3 Panels Per Side Copy B, C, 2 - Print Instructions Separately
Blank
Moore Wallace MW1304 Pressure Seal
8 1/2" x 14", Single Sided, EZ Fold Copy B, 2, C
Preprinted
Puerto Rico 480.7C
8 1/2" x 11", Duplex, 2 Pgs Inc Address Sheet 1099-R Box 7, 10, 12 Instructions
Blank
Select
Close
Help

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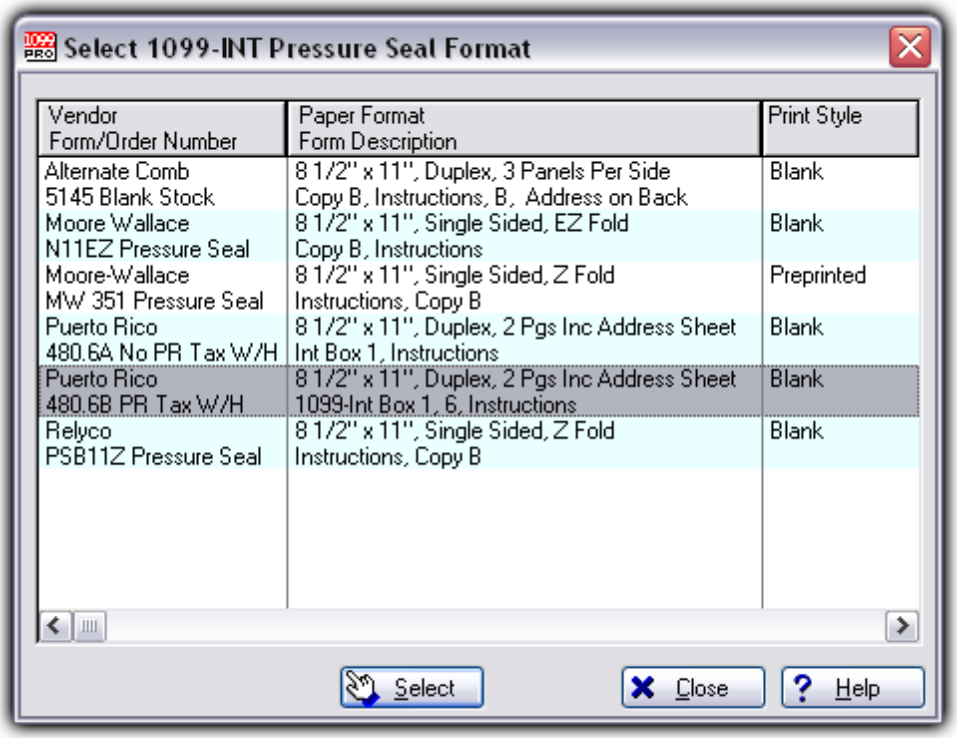
To Print ***1099-Int's*** on approved Puerto Rico forms:

5. Select **"Pressure Seal/ACL**" when asked to "**Select the type of paper you want to print on**".
6. Click **"Puerto Rico 480.7A No PR Tax W/H**" to print 1099-Int Puerto Rico forms **without Tax withheld** for Puerto Rico, or Select "**Puerto Rico 480.7A PR Tax W/H**" to print 1099-Int Puerto Rico forms **with Tax withheld** for Puerto Rico.

Click the "**Print Now**" button.

Note: Since there are multiple pages required for a Puerto Rico printout (4 pages per recipient), it is recommended that you put the printer in duplex mode before printing. Currently address information is spaced to fit into an 8888-1 envelope. If needed 1099 Pro can create a template for the address information to be displayed properly with other envelopes.


Select 1099-INT Pressure Seal Format
Vendor Form/Order Number
Paper Format Form Description
Print Style
Alternate Comb 5145 Blank Stock
8 1/2" x 11", Duplex, 3 Panels Per Side Copy B, Instructions, B, Address on Back
Blank
Moore Wallace N11EZ Pressure Seal
8 1/2" x 11", Single Sided, EZ Fold Copy B, Instructions
Blank
Moore-Wallace MW 351 Pressure Seal
8 1/2" x 11", Single Sided, Z Fold Instructions, Copy B
Preprinted
Puerto Rico 480.6A No PR Tax W/H
8 1/2" x 11", Duplex, 2 Pgs Inc Address Sheet Int Box 1, Instructions
Blank
Puerto Rico 480.6B PR Tax W/H
8 1/2" x 11", Duplex, 2 Pgs Inc Address Sheet 1099-Int Box 1, 6, Instructions
Blank
Relyco PSB11Z Pressure Seal
8 1/2" x 11", Single Sided, Z Fold Instructions, Copy B
Blank
Select
Close
Help

To Print ***1099-Misc's*** on approved Puerto Rico forms:

7. From either the "**Quick Print**" screen or the "**Print Tax Forms**" screen, select "**Pressure Seal/ACL**" when asked to "**Select the type of paper you want to print on**".

- Select "**Puerto Rico 480.6A Corp/Partners**" to print 1099-Misc Copy A Puerto Rico forms for Corporations or Partnerships.
- Select "**Puerto Rico 480.6B Corp/Partners**" to print 1099-Misc Copy B Puerto Rico forms for Corporations or Partnerships .
- Select "**Puerto Rico 480.6A Individuals**" to print 1099-Misc Copy A Puerto Rico forms for Individuals.
- Select "**Puerto Rico 480.6B Individuals**" to print 1099-Misc Copy B Puerto Rico forms for

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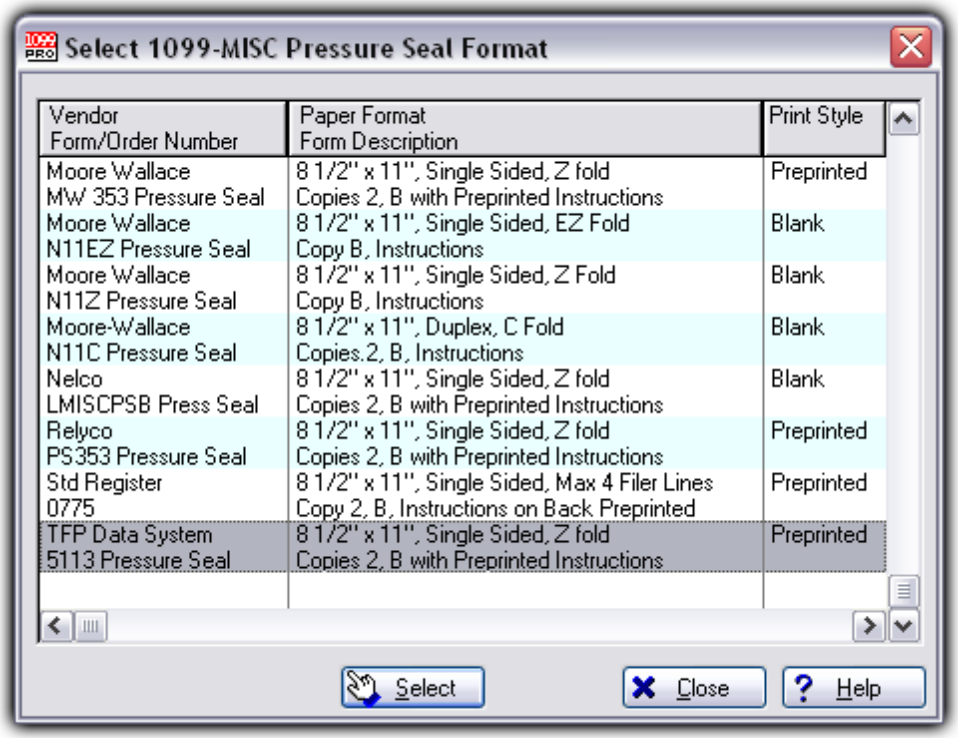
Individuals.

2. Click "**Select**".
3. When you are done selecting the type of form you want to print, click "**Print Now**".

Note: Since there are multiple pages required for a Puerto Rico printout (4 pages per recipient), it is recommended that you put the printer in duplex mode before printing. Currently address information is spaced to fit into an 8888-1 envelope. If needed 1099 Pro can create a template for the address information to be displayed properly with other envelopes.


Select 1099-MISC Pressure Seal Format
Vendor Form/Order Number
Paper Format Form Description
Print Style
Moore Wallace MW 353 Pressure Seal
8 1/2" x 11", Single Sided, Z fold Copies 2, B with Preprinted Instructions
Preprinted
Moore Wallace N11EZ Pressure Seal
8 1/2" x 11", Single Sided, EZ Fold Copy B, Instructions
Blank
Moore Wallace N11Z Pressure Seal
8 1/2" x 11", Single Sided, Z Fold Copy B, Instructions
Blank
Moore-Wallace N11C Pressure Seal
8 1/2" x 11", Duplex, C Fold Copies.2, B, Instructions
Blank
Nelco LMISCPSB Press Seal
8 1/2" x 11", Single Sided, Z fold Copies 2, B with Preprinted Instructions
Blank
Relyco PS353 Pressure Seal
8 1/2" x 11", Single Sided, Z fold Copies 2, B with Preprinted Instructions
Preprinted
Std Register 0775
8 1/2" x 11", Single Sided, Max 4 Filer Lines Copy 2, B, Instructions on Back Preprinted
Preprinted
TFP Data System 5113 Pressure Seal
8 1/2" x 11", Single Sided, Z fold Copies 2, B with Preprinted Instructions
Preprinted
Select
Close
Help

To Print ***5498's*** on approved Puerto Rico forms:

8. From either the "**Quick Print**" screen or the "**Print Tax Forms**" screen, select "**Pressure Seal/ACL**" when asked to "**Select the type of paper you want to print on**".
9. Click "**Puerto Rico 480.7**".
10. Click "**Print Now**".

Note: Since there are multiple pages required for a Puerto Rico printout (6 pages per recipient), it is recommended that you put the printer in duplex mode before printing. Currently address information is spaced to fit into an 8888-1 envelope. If needed 1099 Pro can setup a template for the address information to be displayed properly with other envelopes.

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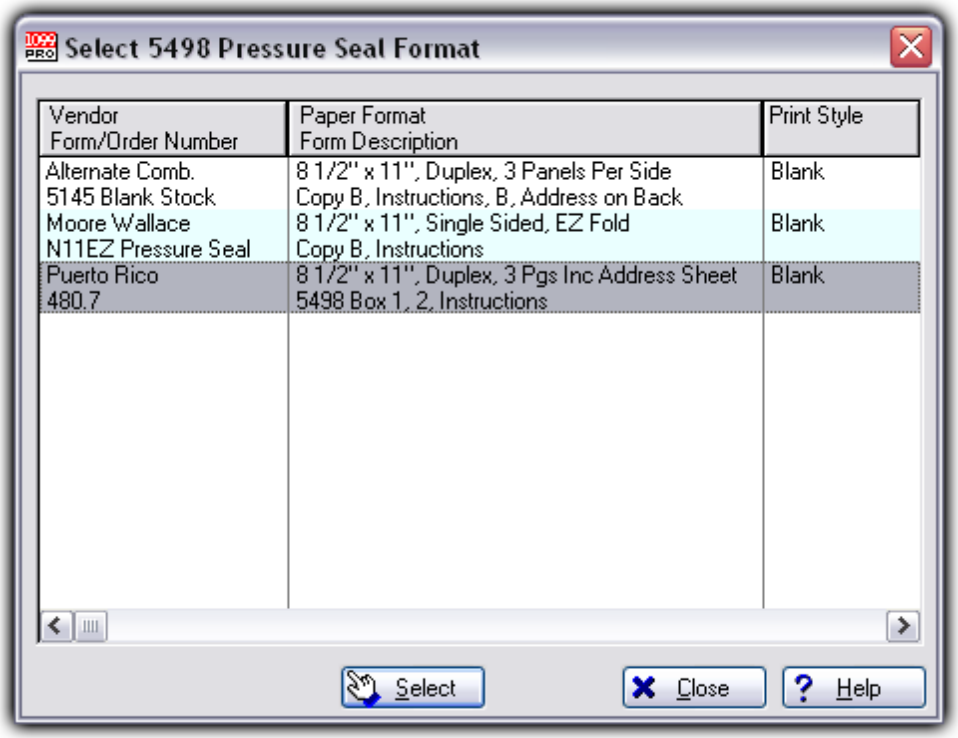

For Puerto Rico Printing via the ASP web interface.

The 1099-R, 1099-Misc, 1099-INT or 5498 Puerto Rico tax form can be printed using the "**Quick Print**" option in the ASP interface.

11. Click on the record that needs to be printed.
12. Click on the "**Quick Print**" button on the bottom left corner of your screen.
13. Make sure the box to the left of the "**Use Puerto Rico 480.x format instead of US format**" is checked.

Note: The filing state on the record being printed must be Puerto Rico otherwise the following option will not appear:

14. Click the printed form type that you would like and click "**Print Now**" button to begin the print process.

26.6 Assigning a Printed Status

Assigning a Printed Status

Select this option after printing and approving all copies of these records (including Copy A). These records are assigned a *printed* status and are now ready to generate a 1096 transmittal or electronic file.

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☑ Print Status Overview

26.7 Field Sizes

Field Sizes

Listed below are the maximum number of characters that will print in the respective field. In some fields, 1099 Pro® may allow the entry of more characters than will actually print.
The maximum printable characters is assumed numeric unless otherwise stated. Some field sizes are dependent on the selected address type; USA, Canada or Other (foreign, not Canada).

Filer Data

Location Code/Establishment No. = 4

Filer Name = 36

Filer Name 2 = 36

Address 1 = 36

Address 2 = 36

City = 21

State = 2

ZIP = 9

Department = 6

Contact Name = 24

Phone Number = 10

Extension = 5

RTN = 9

Fax Number = 10

E-Mail = 40

- -

Recipient Data

If using an **SSN:**

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First Name = 40

Last Name = 40

Name Line 2 = 40

If using an **EIN:**

Company = 40

Name Line 2 = 40

- -

State ID Numbers

State Abbreviation = 2

State ID Number = 14

Recipient Data

If using an **SSN**:

First Name = 40*

Last Name = 40*

Name Line 2 = 40*

If using an **EIN**:

First name = 40

Company = 40

Name Line 2 = 40

- -

USA Address Type

Address = 40

Address 2 = 40

City = 21

State = 2

ZIP = 9

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Canadian Address Type

Address = 40

Address 2 = 40

City = 21**

Province = 2

Postal = 6 (plus 1 space)

Other Address Type

Delivery/St. = 40

Other/loc. = 40

City/Postal = 40

E-Mail = 40

Account Number = 20

Optional Grouping Fields for Querying

Form Source = 12

Category = 6

*The First & Last Name fields print a combined maximum of 37 characters (plus one space) UNLESS the Last Name field contains 24 or more characters AND the First Name field contains 14 or more characters; then the First Name field prints only 1 character regardless of actual characters in that field.

**If there are 20 or more characters in the City field, "Canada" is automatically truncated to "Cana".

Form Specific Data

All 1099 Forms:
Boxes containing dollar amounts allow a maximum of 12 numeric characters (e.g., 1,234,567,890.12).

Form 1098:
Box 5 = 58 text characters

1099-A:
Box 6 = 52 text characters

Form 1099-B:

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Box 1b = 13 text characters
Box 5 = 26 text characters

1099-C:

Box 5 = 52 text characters

1099-DIV:

Box 7 = 16 text characters

Form 1099-INT:

Box 7 = 16 text characters

Form 1099-LTC:

Insured's Name = 32 text characters
Insured's Street Address = 32 text characters
Insured's City = 18 text characters

Form 1099-MISC:

Box 15a = 12 numeric characters
Box 15b = 12 numeric characters

Form 1099-OID:

Box 5 = 62 text characters

Form 1099-R:

Box 8 = 11
Box 14 = 14 text characters

Form 1099-S:

Box 3 = 104 text characters

Form 5498:

Box X special for U.S. Armed Forces in designated special reporting = 12 text characters

Form W-2G:

Boxes 3, 5, 6, 8, & 10-12 = 14 text characters each

Form 3921:

Box 5 = 7 characters
Box 6 = 52 characters (40 for filing)

Form 3922:

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Box 6 = 7 characters

26.8 Margin Alignments

Margin Alignments

Alignment Adjustments when printing to Blank Stock

Alignment adjustments can be made when printing to blank stock. After choosing blank stock you can select Advanced Print Options at the "Ready to Print" summary screen.

Pre-Printed Forms Address Alignment

The Print Wizard offers the opportunity to print a test alignment, and adjust margins accordingly, prior to printing your forms. *A test alignment to a blank sheet of paper is a smart way to minimize form waste.*

☑ **Test alignments print the characters "X" and "9" instead of your actual data.** Your data will print (assuming the software is registered) at the last step of the Print Wizard.

To test alignment

Initiate the Print Wizard; it automatically prompts to print a test alignment prior to printing your forms*.

- If selecting **preprinted laser** as your paper type, you are prompted to test alignment after selecting your copies to print. For your first test print do not modify the default Top and Left margin settings. Print the test to blank paper and then hold it and a preprinted form to the light to determine if data fits into the appropriate boxes. If data does not align refer to "**Alignment Adjustments"** below.

- If selecting **continuous** (dot-matrix) as your paper type, you are prompted to test alignment after clicking the "**Print**" button. The Administrator prompts to align forms. With your continuous forms in the printer, click the "**Align Forms**" button. Only one record will print (regardless of the number of forms selected for print). If data does not align, manually adjust the form in the printer and again click the "**Align Forms**" button. When satisfied with alignment click "**Print Forms**". See Continuous Printer Troubleshooting.

* There is no need to test alignment w hen printing to blank paper.

Alignment Adjustments

Alignment adjustments are measured in hundredths of an inch from the default margin. For example, "0.25" would effect an adjustment of ¼-inch. Once a margin is adjusted, it becomes a default setting for that form type until the margin is adjusted again.

Top Margin
Positive numbers (e.g., "0.25") move the data lower on the page. Negative numbers (e.g., "-0.25") raise the data higher on the page.

Left Margin
Positive numbers (e.g., "0.25") move the data to the right. Negative numbers (e.g., "-0.25") move the data to the left.

☑ Review Margin Limitations

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26.9 PCL Printing

PCL Printing

☑ Please contact **Technical Support** for more information about this feature.

High-speed PCL printing is designed for printing thousands of forms.

In order to provide an efficient and effective way to control printer features across many different printing devices, HP created PCL. PCL was originally conceived and devised for HP's dot matrix and Inkjet printers. The first printer in HP's LaserJet series, the HP LaserJet was released in 1984 with the PCL 3 version of the language.

PCL commands are compact escape sequence codes that are embedded in the print job before being sent to the printer. Issuance of the sequence was relatively easy from any high level language or from assembler. HP PCL formatters and fonts were designed to quickly translate application output into high-quality, device-specific, raster print images. The PCL printer language is common to virtually all HP printers, but not universal and not always backward compatible. This conceptual thinking enabled HP to minimize printer support problems and protect HP printer investment in applications and printer driver software. It is why the HP laser printers quickly became the industry standard.

The PCL printer language is successful because the following points remain consistent across all levels:

1. All HP LaserJet series printers implement PCL printer language features consistently.
2. HP printers implement the PCL feature in very cost-effective formatters.
3. HP printers have the ability to ignore most unsupported commands without causing the printer or issuing device to crash.

There are six major levels of PCL. The creation of these levels was driven by the combination of printer technology developments, changing user needs and application software improvements. The first versions of PCL (PCL 1 and 2) were used in HP impact and Inkjet printers in the early 1980s. The major phases of the PCL printer language are as follows:

PCL 1 This version is supported by all HP LaserJet series printers (except the HP LaserJet 3100 and 3150 series products). It provided very basic printing and spacing functionality, but was limited to only text printing and ASCII characters. PCL 1 is the foundational base set of functions provided for simple, single-user workstation output. It was created in the late 1970s and introduced in the late 70s and early 80s.

PCL 2 As was PCL 1, this version is supported by all HP LaserJet series printers (except the HP LaserJet 3100 and 3150 series products). Hence it covered all PCL functionality and provided Electronic Data Processing/Transaction functionality. Functions were added for general purpose, multi-user system printing, but still in ASCII printing only. It was Introduced in the early part of 1982.

PCL 3 This was the first of the intelligent series of efforts by HP to incorporate graphics, crude as they were back then. It was the embedded code for the original HP LaserJet series printer, and the HP LaserJet Plus series printer. This version provided the commands and features required for simple high quality word processing and data printing. Allowed for the use of a limited number of bitmapped fonts and graphics. It quickly rost to the position of industry standard and PCL 3 was widely imitated by other

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printer manufacturers, commonly referred to as "LaserJet Plus Emulation" when used by other companies. It came out in 1984.

PCL 4 This industry standard release was the embedded code for the HP LaserJet Series II, commonly referred to as the workhorse laser, the HP LaserJet IID, HP LaserJet IIP, and HP LaserJet IIP Plus. It had a host of new page printing capabilities, including support for macros, larger bitmapped fonts and graphics. Introduced in 1985, it was the most radical of version improvements and would be more than sufficient for users for several years.

PCL 5 As the foundation of the HP LaserJet III, HP LaserJet IIID, HP LaserJet IIIP, and HP LaserJet IIISI, PCL 5 provided ultimate office publishing functionality. It was released to allow compatibility for industry acceptance for font scaling, outline fonts and HP-GL/2 (vector) graphics. PCL 5 was designed for more complex desktop publishing, graphic design, and presentation applications. Introduced in mid-1990 with the HP LaserJet III, this is the most widely used version of PCL compatibility in use by customers.

PCL 5E (Enhanced) Though it was labeled an enhancement to PCL 5, it was the internal code released with the HP LaserJet 4, HP LaserJet 4M, HP LaserJet 4L, HP LaserJet 4ML, HP LaserJet 4P, HP LaserJet 4MP, HP LaserJet 4Plus, HP LaserJet 4Mplus, HP LaserJet 5P, HP LaserJet 5MP, HP LaserJet 5L, HP LaserJet 5L-FS, HP LaserJet 5Lxtra, HP LaserJet 6L, HP LaserJet 6LXI, HP LaserJet 6LSE, HP LaserJet 6P, HP LaserJet 6MP, HP LaserJet 6PXI, HP LaserJet 6PSE and HP LaserJet 5si. HP LaserJet 8000 series, HP LaserJet 9000 series printers. It had major improvements and changes including bidirectional communication between the printer and the PC. It featured a wider selection of fonts for use primarily with the Microsoft Windows environment and applications.

PCL 5C (Color) This was also an enhancement to PCL 5 to add functional color support for HP Color LaserJet, HP Color LaserJet 5, HP Color LaserJet 5M, HP Color LaserJet 2500 series, HP Color LaserJet 4500 series, HP Color LaserJet 4550 series, HP Color LaserJet 4600 series, HP Color LaserJet 5500 series, HP Color LaserJet 8500 series and HP Color LaserJet 8550 series printers. It offered no other changes except the commands needed to support color printing.

PCL 6 This version offered significan changes in the backward compatibility issue for HP. PCL6 is very different from PCL5 and previous PCL versions. One significant difference is the manner in which the commands are sent to the printer. The target was performance and reliability; the jury is still out on the question of better. Prior to PCL 6, each new version of the language included commands not found in older versions as well as the older PCL commands. As a result, printers with more recent versions of PCL are backwards compatible with software that supports older versions of the language. PCL 6 was released with the HP LaserJet 4000 series, HP LaserJet 4100 series, HP LaserJet 2100 series, HP LaserJet 2200 series, HP LaserJet 1200, HP LaserJet 3200, HP LaserJet 3300, HP LaserJet 4200 series, HP LaserJet 4300 series, HP LaserJet 5000 series, HP LaserJet 5100 series, HP LaserJet 8000 series and HP LaserJet 9000 series printers. PCL 6 features new modular architecture that can be easily modified for future HP printers. The efforts for faster, post printing return to application have made somewhat of a problem with older operating systems. Other performance efforts are faster printing of complex graphics, more efficient data streams for reduced network traffic, better WYSIWYG printing, improved print quality, truer document fidelity, and complete backward compatibility. The compatibility issues have caused many users to select PCL 5 as the language version.

The PCL printer commands activate the printer features. Be design, HP provided four general types of HP printer language commands. Control codes, PCL commands, HP-GL/2 commands and PJL commands.

A control code is a character that initiates a printer function (for example, Carriage Return (CR), Line Feed (LF), Form Feed (FF), etc.).

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PCL commands provide access to the printer's PCL control structure. The PCL structure controls all of the printer's features except those used for vector graphics, which are controlled by the HP-GL/2 commands. PCL commands (other than single-character control codes) are also referred to as "escape sequences." That design provided very easy use from high level programming languages and in reality, made the PCL the industry standard. The terms are used interchangeably. Once a PCL command sets a feature of the printer that feature remains set until that PCL command is repeated with a new value, or the printer is reset to default. In other words you turn on the feature and then turn it off.

HP-GL/2 (vector graphic) commands are two letter codes that represent the function of the command (such as IN for initialize). After the two-letter mnemonic, there may be one or more parameters that identify details of how to process the command.

HP made great efforts to yield an ease on selecting feature and capabilities in the PCL designs and procedures. That ease rewarded HP with the popularity that is second to none in the industry for laser printers. They have been active in creating other printer languages and utilities as well, such as **PJL**, a **JCL** type language and utility.

26.10 Print Session Report

Print Session Report

The Print Session report summarizes all records in a selected print session. Details include recipient name, TIN, address, account number, individual box amounts and the record's print status.

To generate this report

1. On the task panel select the Forms & Printing section and the Print Tax Forms icon. Use the Current Form drop down menu to select the form type to process.

2. At the Completed Print Session List highlight a print session and click the "**View/Print Session Report**" button. Click "**Yes**" to preview the report.

26.11 Printed Status

Printed Status

1099 Pro® assigns a print status to all records. To determine a record's status go to the Browse Form Records screen and refer to the Status column.

Print Status Overview

Printed: Records receive a printed status after selecting "I have printed and verified my red Copy A forms..." at the last step of the Print Wizard. These records are available for inclusion in a 1096 transmittal. To modify a printed record you must first reset its print status to pending.

- To reset this status for an **individual** record to make a revision, go to the Enter, Update & View screen, highlight the record and click the "**Delete**" button. At the Protected Form Update Options Screen select "Reset to Pending".

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- To reset this status for a **print session** go to "Reports", "Print Sessions", highlight the print session and click the "**Reset Session**" button.

Shortcut

1099 Pro includes a shortcut to assign "pending" records a "printed" status without actually printing the records.

To update records to a printed status without physically printing any paper (Generate a false printing session)

1. Follow the Print Wizard instructions through steps 1-4.
2. At step 5 select Preprinted forms as your paper type and do NOT select any copies to print.
3. Use the "Next" button to continue through the Print Wizard.
4. At the Print Summary screen, the Print Wizard will warn you that no copies have been selected to print. Click "**OK**" to proceed and click the "**Print**" button.
5. At the Are these forms ready to send to the IRS? screen select "I have printed and verified my red Copy A forms...". These records are assigned a printed status.

26.12 Printing Tax Forms Wizard

Printing Tax Forms Wizard

To print forms

1. On the task panel select the Forms & Printing section and the Print Tax Forms icon. Use the Current Form drop menu to select the form type to process.
2. At the Printing Tax Forms screen choose the method to select pending forms for print:
   - All pending forms for the current filer (default selection)
   - All pending forms for all filers
   - Manually select forms for the current filer (this option allows you to tag individual records)
   - All pending forms for selected filer (this option allows you to tag individual filers for this print session)
   - **Note:** 1099Pro® now contains a feature called Form Session Limits which provides with extra filtering options when printing forms.
3. To print ***corrected forms*** (if any have been created) mark the "Process and Print Corrected Forms Instead of Originals" checkbox. See About Corrections.
4. Click the "**Begin Print Process**" button to access the Print Wizard.

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5. Select processing options for any records with errors or warnings at the Confirm Processing screen. Please note that filing records with missing or invalid data may result in the record being rejected by the IRS. If your data contains no errors or warnings this screen will not appear.

6. The Print Wizard displays the number of recipients selected for printing. To verify these recipients, amounts, or other information you are encouraged to first run a Control Totals report. To proceed with the Print Wizard click "**Next**". Use the "**Back**" button at any time to go back a step.

7. Select Printer and Paper Type:

   - Review the selected printer and change if necessary
   - Choose your ***paper type***; Preprinted laser forms, Blank stock or Continuous forms

8. Select the copies you want to print.

   - The Combined Print option, available when printing to Blank stock, prints all recipient copies and instructions on one sheet of paper
     - Did you know that 1099 Pro® offers a special 3-up recipient version of Form 1099-MISC? Select Blank stock and Combined Print to preview!
     - Review various ways to safeguard TINs.

9. Select a sort order to print forms:

   - By Last Name/Company Name (default)
   - By TIN
   - By Zip Code (use to pre sort mailings for the post office)
   - By State Abbreviation

10. Indicate your preview preference.

    - Ask me before processing each copy (default)
    - Yes, preview each selected copy type without asking me
    - No, send the forms directly to the printer without previewing them

11. Review print summary and if satisfied, click "**Print**" to begin printing. The Print Wizard pauses before printing each copy to prompt you to load the appropriate form into the printer.

12. Indicate if forms are ready to send to the IRS:

    - Select "I haven't printed my red Copy A yet..." if you are still printing copies of these records. These records have a pending status and are available for edits and further printing.

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- Select "I have printed and verified my red Copy A forms..." after printing/approving all copies of these records. These records are assigned a printed status and are now ready to generate a 1096 transmittal.

13. Click "**Finish**" to exit the Print Wizard.

26.13 View Selected Records

View the Records Selected for this Process

This screen will give you a preview of the records selected for this print process. This information is also available via log reports.

26.14 Quick Print

Quick Print

1099 Pro® makes it easy to quickly print a tax form using the Quick Print feature within the Enter, Update and View Screen.

To quick print a session

1. On the task panel select the Browse, Enter & Edit Tax Forms icon. Use the Current Form drop down menu to select the form type to print.

2. Highlight an existing record and click the "**Quick-Print Form**" button.

3. At the Print Options screen **select the paper type**; Preprinted forms, Blank stock or Continuous forms

   - If selecting pre-printed forms, adjust margin alignment as necessary.

4. Indicate your preview preference:

   - Ask me before processing each copy (default)
   - Yes, preview each selected copy type without asking me
   - No, send the forms directly to the printer without previewing them

5. Select the sort order to print forms (this field is ghosted if the print session contains only one record):

   - By Last Name/Company Name (default)
   - By TIN
   - By Zip Code (use to pre sort mailings for the post office)
   - By State Abbreviation

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6. When satisfied with all entries click the "**Print Now**" button. Click "**Close**" to exit this screen.

*Also see **Recipient Lookup Feature***

26.15 Reprint Print Sessions

Reprint Print Sessions

1099 Pro® makes it easy to reprint a print session.

To reprint a print session

1. On the task panel select the Forms & Printing section and the Print Tax Forms icon. Use the Current Form drop menu to select the form type to process.
2. At the Completed Print Session List highlight a print session and click the "**Reprint Session**" button.
3. At the Print Options screen **select the paper type**; Preprinted forms, Blank stock or Continuous forms
   - If selecting pre-printed forms, adjust margin alignment as necessary.
4. Indicate your preview preference:
   - Ask me before processing each copy (default)
   - Yes, preview each selected copy type without asking me
   - No, send the forms directly to the printer without previewing them
5. Select the sort order to print forms (this field is ghosted if the print session contains only one record):
   - By Last Name/Company Name (default)
   - By TIN
   - By Zip Code (use to pre sort mailings for the post office)
   - By State Abbreviation
6. Enter an optional message to print in the upper right corner of the form(s).
7. When satisfied with all entries click the "**Print Now**" button. Click "**Close**" to exit this screen.

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☑ To reprint an individual record, as opposed to an entire print session, see Reprint a Record.

26.16 Reprint Records

Reprint Records

1099 Pro makes it easy to reprint an individual record from a print session.

To reprint a single record

1. At the Browse Form Records screen highlight any record with a Printed or 1096 Filed print status. Click the "**Change**" button.
2. At the Protected Form Update Options screen click the "**Reprint this Form**" button.
3. At the Print Options screen **select the paper type**; preprinted laser, continuous forms or blank stock
   - If selecting preprinted laser or continuous forms adjust margin alignment as necessary.
4. Indicate your preview preference:
   - Ask me before processing each copy (default)
   - Yes, preview each selected copy type without asking me
   - No, send the forms directly to the printer without previewing them
5. The "Select the Sort Order to Print Forms" field is ghosted because only one record is selected for print.
6. Enter an optional message to print in the upper right corner of the form.
7. When satisfied with all entries click the "**Print Now**" button. Click "**Close**" to exit this screen.

☑ To reprint a group of forms, see Group Actions

☑ To reprint an entire print session, as opposed to an individual record, see Reprint Print Session.

Note: See Advanced Print Options.

26.17 Reset Print Session

Reset Print Session to Pending

Only print sessions with a printed* status may be reset. Resetting a session will reset ALL records to pending status. This is usually for making a revision to a tax form. For Example: an incorrect address, a dollar amount, or a TIN number...etc.To reset an individual record see Print Status.

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To reset session

1. On the task panel select the Forms & Printing section and click the "**Print Tax Forms**" icon. Use the Current Form drop down menu to select the form type to process.

2. At the Completed Print Session List highlight a print session and click the "**Reset Session**" button.

3. 1099 Pro prompts, "Are you sure you want to reset these records to pending status?" Click "**Yes**" to proceed or "**No**" to cancel.

* After a print session is filed, you must first void the 1096 transmittal and then you may reset the print session.

26.18 Troubleshoot Printer Issues

Troubleshoot Printer Issues

Margin Limitations

1099 Pro prints to most Windows compatible printers, subject to the printer's margin limitations. If your bottom margin is greater than 1/3-inch you may not be able to print data at the bottom of the page or you may have to print 2 forms to a page. Check your printer's manual and/or Maximum Printable Area for your BubbleJet, Deskjet, Inkjet or Laserjet if you have questions.

- Preprinted forms accepting up to a 1/2-inch bottom margin: 1099-MISC, 1099-R

- Preprinted forms requiring 1/3-inch or less bottom margin: 1098, 1098-T, 1099-DIV, 1099-INT, 1099-PATR, 1099-S, 5498, 1099-B*

* Needs 1/36-inch additional room at the bottom margin.

Data Truncation

1099 Pro recommends a 1/5-inch (0.20) bottom margin when printing to blank paper. Data truncation occurs if bottom margin is greater than 1/3-inch. Suggested work around is to print 2 forms to a page instead of 3 forms per page.

Postscript Drivers

1099 Pro prints to almost all printers. When opting to print to blank paper, the forms and/or fonts may print too large or otherwise print strangely. This is typically due to printing with a postscript driver. To resolve this situation try printing to a PCL 5, PCL 6, EMF or any other non-postscript driver.

Help File Print Problems

Some print drivers may have difficulty printing hot spot or jump items. For example, instead of printing a dotted or solid line underneath the hot spot/jump item, only a blank line prints. To resolve this issue install an HP 4L print driver and set it as the default printer.

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Default Printer

1099 Pro may default to a specific printer. Always review the selected printer while choosing your paper type in the Print Wizard. To switch printers use the "Select a Different Printer or Port" button to access the "Print Setup" screen.

Random Errors

Occasionally a virus checker (e.g., Norton, McAfee) can corrupt the 1099 Pro installation and cause random, inexplicable errors. If this is happens, backup your data files, perform a custom uninstall and then reinstall the software with the virus checker disabled.

Continuous Form Alignment

If your continuous (dot-matrix) forms are not aligning properly see Margin Alignment.

Continuous (Dot-Matrix) Printers

To successfully print to a continuous printer verify:

- Printer is set to print at 12 CPI (characters per inch), and
- Paper size is to 8½-inch x 11-inch (user defined sizes are not supported), and
- Both software and hardware options are set to ignore the perforation at the end of the preprinted sheet.

12 CPI (characters per inch)

1099 Pro prints at 12 CPI to allow the maximum number of characters per field (e.g., 36 characters in a name field). Accordingly, your printer must be set at 12 CPI. To set your printer either:

- Adjust the front panel of the printer manually by setting the CPI to 12 and selecting a font like Courier. **Do not select a proportional font or the IRS may fine you $50 for each form!**, or
- On your Windows desktop click "**Start**", "**Settings**", "**Printers**" and highlight the printer. Right click your mouse, select "**Properties**" and click the "**Device Options**" tab if available (may not be available). You must know what control code(s) will set your printer to 12 CPI. For example, in the case of many Epson printers hit the <ESC> key, type an uppercase M, and <ESC>M then displays in the box. This may differ for your printer. (After printing your dot matrix forms you may wish to clear these control codes or set up a generic 12CPI printer as discussed below.)

Perforation / Dip Switch

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When printing continuous forms your printer may have dip switches that cause the printer to skip over the perforation. This is apparent if data does not print at the bottom of the page but rather, skips to the top of the next page. Please check the following items:

1. The dip switches are set so that "Skip over Per" is inactive or off.

2. At the menu bar click "**File**", "**Print Setup**" and click "**specific printer"**. Verify the paper setting size is 8½-inch x 11-inch and that the selector box says "Source Continuous - No Page Break".

Generic Print Driver

If 1099 Pro indicates your driver is obsolete then consider installing an additional print driver.

Go to the Windows Machine connected to the dot matrix printer. Click "**Start**", "**Settings**", "**Printers**" and "**Add Printer**". In the left window select "**Generic**" and then "**Next**". Keep your existing driver, select LPT1 (if appropriate) and name the printer "Generic12CPI". Indicate this is NOT the default printer and if prompted, provide the computer with your Windows CD. After installing this new print driver verify paper size is 8½-inch x 11-inch and dip switches are off.

If you are on a Windows Network you must install this "Generic12CPI" driver on the computer connected to the printer and allow sharing. To allow sharing click "**Start**", "**Settings**", "**Printers**", right click on "**Generic12CPI**" and select "**Sharing**".

27 Pressure Seal Forms

Pressure Seal Forms

Support

To meet the needs of customers who are printing out high volumes of 1099 and W2 forms 1099 Pro, Inc. has added the ability to print to pressure seal forms in our 1099 Pro & W2 Pro Professional and Enterprise products. Several different formats of pressure seal forms are available from 1099 Pro, Inc. Our W2 Pro, 1099 Professional and Enterprise software will be able to print on any of those forms and if there is a pressure seal form which you would prefer to use that is not already a listed printing option in the software, contact our Service Bureau and we'll customize the software to accommodate you and your choice of form(s).

Trouble Shooting

Customers may experience issues when attempting to print on the large 8.5" x 14" pressure seal forms. If the printer software is not configured correctly during the print process after selecting pressure seal forms (any 8.5 x 14" form either preprinted or blank) you will find that it appears that the printer is squashing the graphics and text. The reason: The default setting for most printers is 8.5" x 11" letter paper. In order for the text and graphics to appear properly on the 8.5 x 14" paper you should select legal for the paper format. If you are unsure about how to select legal paper during the print process you will want to contact your printer manufacturer.

To view a list of compatible Pressure Seal Forms from such manufacturers as Relyco®, Moore Wallace®, and TFP Data Systems® see our list at:

http://host.1099pro.com/ftp/product/2011/Tech_Support_docs/Available%20Pressure%20Seal%

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20Forms.pdf

27.1 Pressure Seal and Alternate Printing Formats

Currently Supported Pressure Seal and Alternate Printing Formats

These are the various format and printing methods that are currently supported by by 1099 Pro

Form Type	Company	Print Style	Format	Form Desc
1098	Moore Wallace	MW356 Pressure Seal	8 1/2" x 11", Single Sided, Z fold	Instructions, Copy B
1098	TFP Data System	5116 Pressure Seal	8 1/2" x 11", Single Sided, Z fold	Instructions, Copy B
1098	Relyco	PSB11Z Pressure Seal	8 1/2" x 11", Single Sided, Z fold	Instructions, Copy B
1098	Relyco	PS356 Pressure Seal	8 1/2" x 11", Single Sided, Z fold	Instructions, Copy B
1098	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1098	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
5498	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
5498	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1042-S	Moore Wallace	MW1242	8 1/2" x 14", Single Sided, Eccentric Z Fold	Copies B, C, D with Preprinted Instructions
1042-S	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, C, D. Print Instructions Separately
1098-C	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 2 Panels Per Side	Copy C, B. Instructions, Address on Back
1098-E	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1098-E	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1098-T	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1098-T	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1098-T	Moore Wallace	N11Z Pressure Seal	8 1/2" x 11", Single Sided, Z fold	Copy B, Instructions - Maximum 4 Filer Lines
1099-A	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-A	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back

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1099-B	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-B	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-C	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-C	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-CAP	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-CAP	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-DIV	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-DIV	Moore Wallace	MW352 Pressure Seal	8 1/2" x 11", Single Sided, Z Fold	Instructions, Copy B
1099-DIV	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-DIV	Payer Combined	Blank Stock	8 1/2" x 11", Single Sided	Copy C Payer, Instructions
1099-G	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-G	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-H	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-H	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-INT	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-INT	Alternate Comb	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-INT	Moore-Wallace	MW 351 Pressure Seal	8 1/2" x 11", Single Sided, Z Fold	Instructions, Copy B
1099-INT	Relyco	PSB11Z Pressure Seal	8 1/2" x 11", Single Sided, Z Fold	Instructions, Copy B
1099-MISC	Moore-Wallace	N11C Pressure Seal	8 1/2" x 11", Duplex, C Fold	Copies.2, B, Instructions
1099-MISC	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy 2, B Instructions, Address on Back
1099-MISC	Moore Wallace	N11Z Pressure Seal	8 1/2" x 11", Single Sided, Z Fold	Copy B, Instructions
1099-MISC	Std Register	775 Pressure Seal	8 1/2" x 11", Single Sided, Max 4 Filer Lines	Copy 2, B, Instructions on Back Preprinted
1099-OID	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-OID	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back

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1099-PATR	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-PATR	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-Q	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-Q	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-R	Moore Wallace	MW1304 Pressure Seal	8 1/2" x 14", Single Sided, EZ Fold	Copy B, 2, C
1099-R	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, C, 2 - Print Instructions Separately
1099-S	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided EZ Fold	Copy B, Instructions
1099-S	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
1099-SA	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
1099-SA	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
5498-ESA	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
5498-ESA	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
5498-SA	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
5498-SA	Alternate Comb.	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy B, Instructions, B, Address on Back
MISC	TFP Data System	5113 Pressure Seal	8 1/2" x 11", Single Sided, Z fold	Copies 2, B with Preprinted Instructions
MISC	Moore Wallace	MW 353 Pressure Seal	8 1/2" x 11", Single Sided, Z fold	Copies 2, B with Preprinted Instructions
MISC	Nelco	LMISCPSB Press Seal	8 1/2" x 11", Single Sided, Z fold	Copies 2, B with Preprinted Instructions
MISC	Relyco	PS353 Pressure Seal	8 1/2" x 11", Single Sided, Z fold	Copies 2, B with Preprinted Instructions
MISC	Moore Wallace	N11EZ Pressure Seal	8 1/2" x 11", Single Sided, EZ Fold	Copy B, Instructions
W-2	Relyco	PS1287 (TX814/W4)	8 1/2" x 14", Single Sided, Eccentric Z Fold	Box Quad, Copies B, C, 2, 2, w/ Instructions
W-2	Relyco	PS1289 (TX814/W4B)	8 1/2"x 14", Single Sided, Eccentric Z Fold	Box Quad, Copies B, C, 2, 2, w/ Instructions
W-2	TFP	5224	8 1/2" x 14", Single Sided, Eccentric Z Fold	Box Quad, Copies B, C, 2, 2, w/ Instructions
W-2	TFP	5225	8 1/2" x 14", Single Sided, Eccentric Z Fold	Box Quad, Copies B, C, 2, 2, w/ Instructions
W-2	Moore Wallace	MW1288	8 1/2" x 14", Single Sided, Eccentic Z Fold	Horizontal Quad, Copies B, C, 2, 2 w/Instr

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W-2	Moore Wallace	MW1286	8 1/2" x 14", Single Sided, Eccentic Z Fold	Horizontal Quad, Copies B, C, 2, 2
W-2	TFP	5228	8 1/2" x 14", Single Sided, Eccentric Z Fold	Horizontal Quad, Copies B, C, 2, 2
W-2	TFP	5227	8 1/2" x 14", Single Sided, Eccenric Z Fold	Horizontal Quad, Copies B, C, 2, 2 w/Instr
W-2	Moore Wallace	MW1301	8 1/2" x 14", Single Sided, Eccentric Z Fold	Horizontal 3-Up, Copies B, 2, C w/Instr
W-2G	Alt Recip Comb	5145 Blank Stock	8 1/2" x 11", Duplex, 3 panels on side 1, addresses on side 2	Copy C, B, 2. Instructions, Address on Back
W-2G	Alt Payer Comb	Blank Paper	8 1/2" x 11", Single Sided	Copy D, Page 1 of W-9
W-2G	Alt Recip Comb	Blank Paper	8 1/2" x 11", Single Sided	Copies C, B, 2, No Instructions

27.2 Pressure Seal and Alternate Printing Tutorial

Pressure Seal and Alternate Printing Tutorial

This tutorial will guide you through the process of printing on pressure seal forms and alternate printing methods.

Note: This tutorial assumes that you have completed entering tax forms into the software and are ready to print.

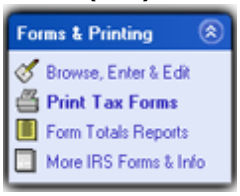
Note: If your Forms & Printing box has been minimized **(I.E. E1)** simply click the drop down icon on the right hand of the box. **(I.E. E2)** and proceed with the tutorial.

(I.E. E1)

(I.E. E2)

1. To begin, select "**Print Tax Forms**" from the Forms & Printing box. **(I.E. 1A)**

(1.A.)



2. You have several options to choose from at this point.**(I.E. 2.A.)**

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- **"ALL Pending forms for the CURRENT filer"**: This option will include pending forms for the current filer.
- **"Manually select forms for the CURRENT filer"**: This option will allow you to select forms for the filer that you currently have selected.
- **"ALL Pending forms for ALL Filers"**: This option will automatically select ALL pending forms for ALL Filers.
- **"ALL Pending forms for SELECTED Filers"**: This option will select all pending forms for the Filers that you select.

(2.A.)

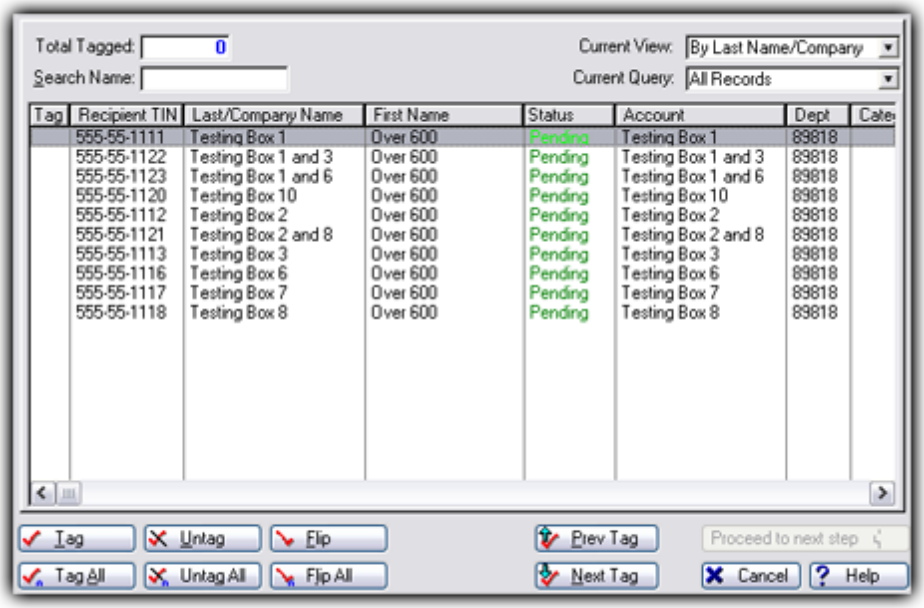
Begin Printing IRS Approved 1099-MISC Tax Forms
Please choose the method to be used for selecting the 1099-MISC forms to print
ALL Pending forms for the CURRENT filer
Manually select forms for the CURRENT filer
ALL Pending forms for ALL Filers
ALL Pending forms for SELECTED Filers
Show me the optional extra filters for limiting the number of records that will be selected
Once you have printed all of the desired copies, you will have the option to save the session and update the status of the selected forms to Printed.
Begin Print Process

3. Once you have chosen the method that suits your needs click the "**Begin print Process**" button.**(I.E. 3.A.)**

(3.A.)

Note: if you chose "**Manually select forms for the CURRENT filer"** you will be presented with this screen. From here you can "**Tag**" which forms you would like to print, once you are done choosing forms click "**Proceed to next step**" **(I.E. 4.A.)**

(4.A.)


Total Tagged: 0
Search Name:
Current View: By Last Name/Company
Current Query: All Records
Tag | Recipient TIN | Last/Company Name | First Name | Status | Account | Dept
555-55-1111 Testing Box 1 Over 600 Pending Testing Box 1 89818
555-55-1122 Testing Box 1 and 3 Over 600 Pending Testing Box 1 and 3 89818
555-55-1123 Testing Box 1 and 6 Over 600 Pending Testing Box 1 and 6 89818
555-55-1120 Testing Box 10 Over 600 Pending Testing Box 10 89818
555-55-1112 Testing Box 2 Over 600 Pending Testing Box 2 89818
555-55-1121 Testing Box 2 and 8 Over 600 Pending Testing Box 2 and 8 89818
555-55-1113 Testing Box 3 Over 600 Pending Testing Box 3 89818
555-55-1116 Testing Box 6 Over 600 Pending Testing Box 6 89818
555-55-1117 Testing Box 7 Over 600 Pending Testing Box 7 89818
555-55-1118 Testing Box 8 Over 600 Pending Testing Box 8 89818
Tag
Untag
Flip
Prev Tag
Proceed to next step
Tag All
Untag All
Flip All
Next Tag
Cancel
Help

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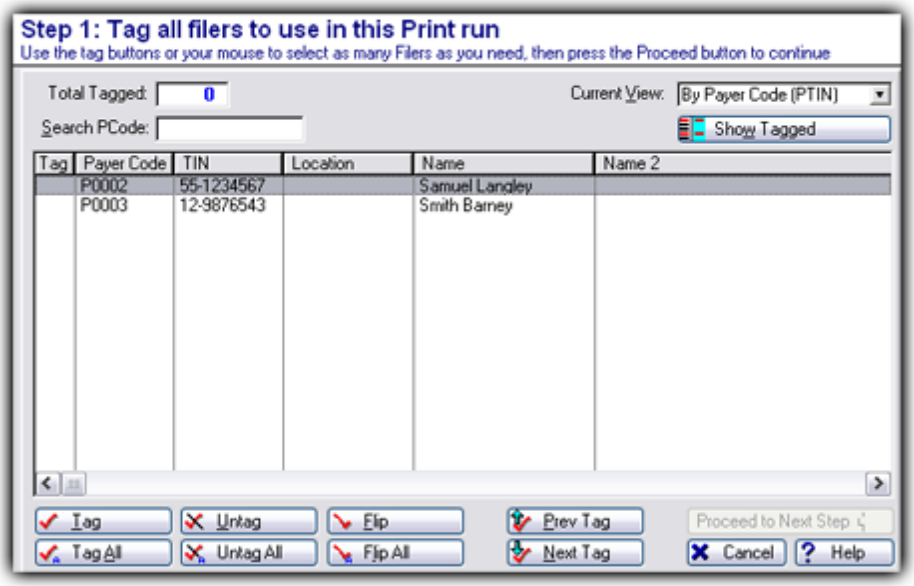
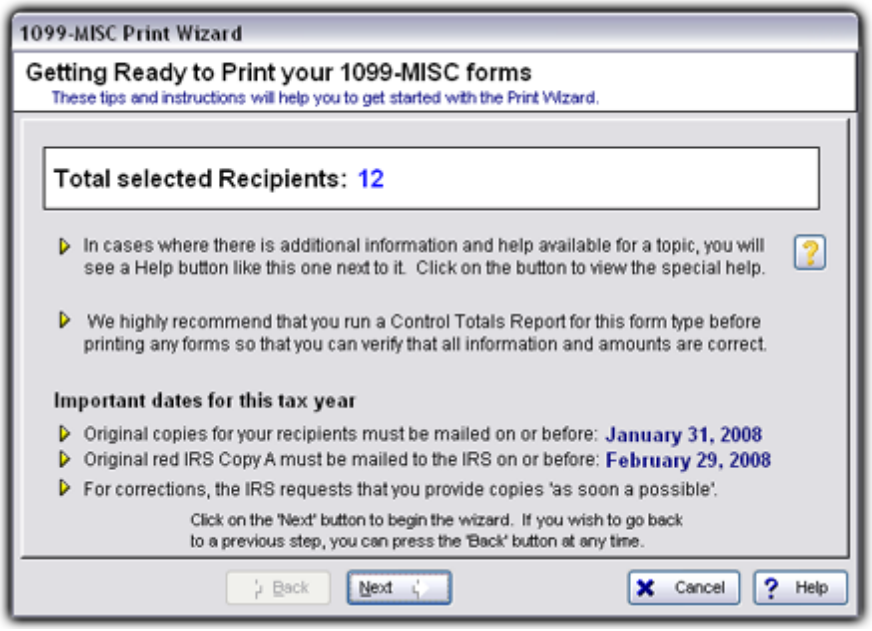
Note: If you selected "**ALL Pending forms for SELECTED Filers**" you will be presented with this screen where you must tag all Filers that you would like to print pending forms for. Once you are done, click "**Proceed to next step**" to continue. **(5.E. 2.A.)**

(5.A.)



Now you will be shown how many recipients will have forms printed for them, once you have confirmed this is the correct amount click on the "**Next**" button to continue.**(I.E. 5.A.)**

(5.A.)


1099-MISC Print Wizard
Getting Ready to Print your 1099-MISC forms
These tips and instructions will help you to get started with the Print Wizard.
Total selected Recipients: 12
In cases where there is additional information and help available for a topic, you will see a Help button like this one next to it. Click on the button to view the special help.
We highly recommend that you run a Control Totals Report for this form type before printing any forms so that you can verify that all information and amounts are correct.
Important dates for this tax year
Original copies for your recipients must be mailed on or before: January 31, 2008
Original red IRS Copy A must be mailed to the IRS on or before: February 29, 2008
For corrections, the IRS requests that you provide copies 'as soon a possible'.
Click on the 'Next' button to begin the wizard. If you wish to go back to a previous step, you can press the 'Back' button at any time.
Back
Next
Cancel
Help

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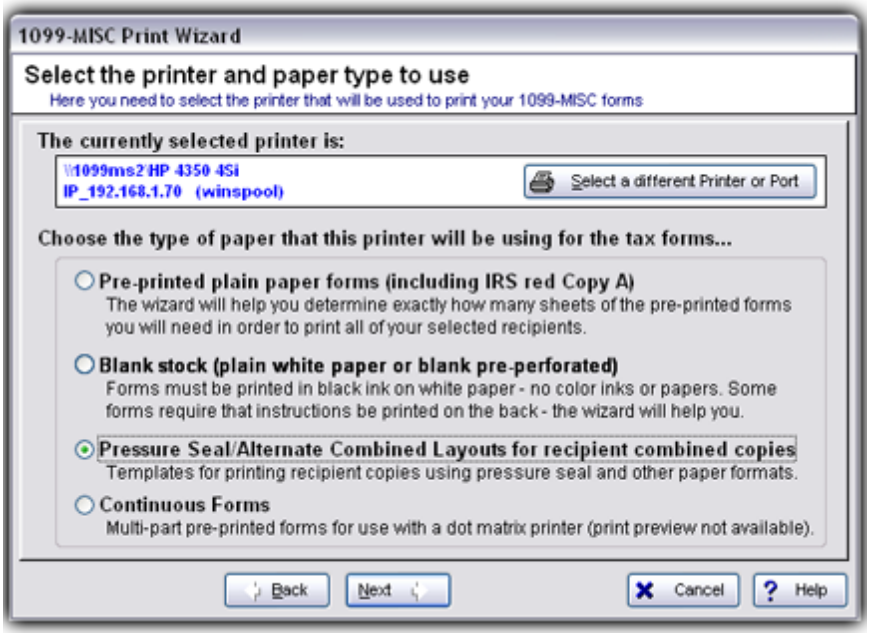
Now, select "**Pressure Seal/Alternate Combined Layouts for recipient combined copies**" and click "**Next**" to continue.**(I.E. 6.A.)**

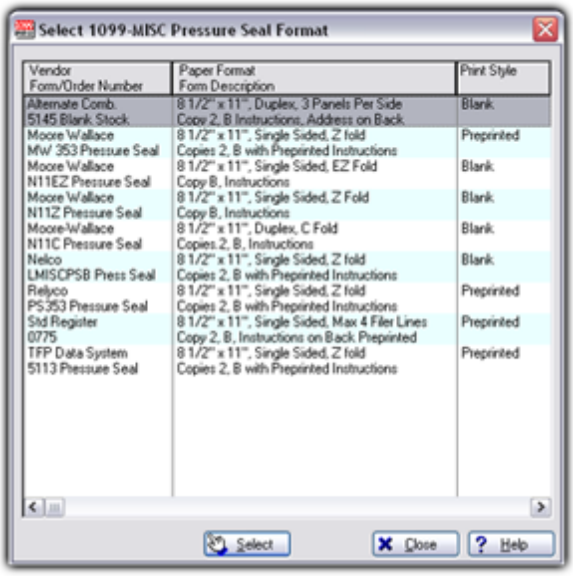
(6.A.)


1099-MISC Print Wizard
Select the printer and paper type to use
Here you need to select the printer that will be used to print your 1099-MISC forms
The currently selected printer is:
\\1099ms2\HP 4350 4Si
IP_192.168.1.70 (winspool)
Select a different Printer or Port
Choose the type of paper that this printer will be using for the tax forms...
Pre-printed plain paper forms (including IRS red Copy A)
The wizard will help you determine exactly how many sheets of the pre-printed forms you will need in order to print all of your selected recipients.
Blank stock (plain white paper or blank pre-perforated)
Forms must be printed in black ink on white paper - no color inks or papers. Some forms require that instructions be printed on the back - the wizard will help you.
Pressure Seal/Alternate Combined Layouts for recipient combined copies
Templates for printing recipient copies using pressure seal and other paper formats.
Continuous Forms
Multi-part pre-printed forms for use with a dot matrix printer (print preview not available).
Back
Next
Cancel
Help

Now you will be given a list of forms you can print to, once you have chosen your appropriate form press the "**Select**" button to continue.**(I.E. 7.A.)**

Note: See below for assistance with selecting your format type.

(7.A.)


Select 1099-MISC Pressure Seal Format
Vendor Form/Order Number
Paper Format Form Description
Print Style
Alternate Comb. 5145 Blank Stock
8 1/2" x 11", Duplex, 3 Panels Per Side Copy 2, B Instructions, Address on Back
Blank
Moore Wallace MW 353 Pressure Seal
8 1/2" x 11", Single Sided, Z fold Copies 2, B with Preprinted Instructions
Preprinted
Moore Wallace N11EZ Pressure Seal
8 1/2" x 11", Single Sided, EZ Fold Copy B, Instructions
Blank
Moore Wallace N11Z Pressure Seal
8 1/2" x 11", Single Sided, Z Fold Copy B, Instructions
Blank
Moore Wallace N11C Pressure Seal
8 1/2" x 11", Duplex, C Fold Copies 2, B, Instructions
Blank
Nelco LMISCPSB Press Seal
8 1/2" x 11", Single Sided, Z fold Copies 2, B with Preprinted Instructions
Blank
Rellyco PS353 Pressure Seal
8 1/2" x 11", Single Sided, Z fold Copies 2, B with Preprinted Instructions
Preprinted
Std Register 0775
8 1/2" x 11", Single Sided, Max 4 Filer Lines Copy 2, B, Instructions on Back Preprinted
Preprinted
TFP Data System 5113 Pressure Seal
8 1/2" x 11", Single Sided, Z fold Copies 2, B with Preprinted Instructions
Preprinted
Select
Close
Help

Now you will see the brief overview of the form type that you have selected. If this is correct click the "**Next**" button to proceed. **(I.E. 8.A.)**

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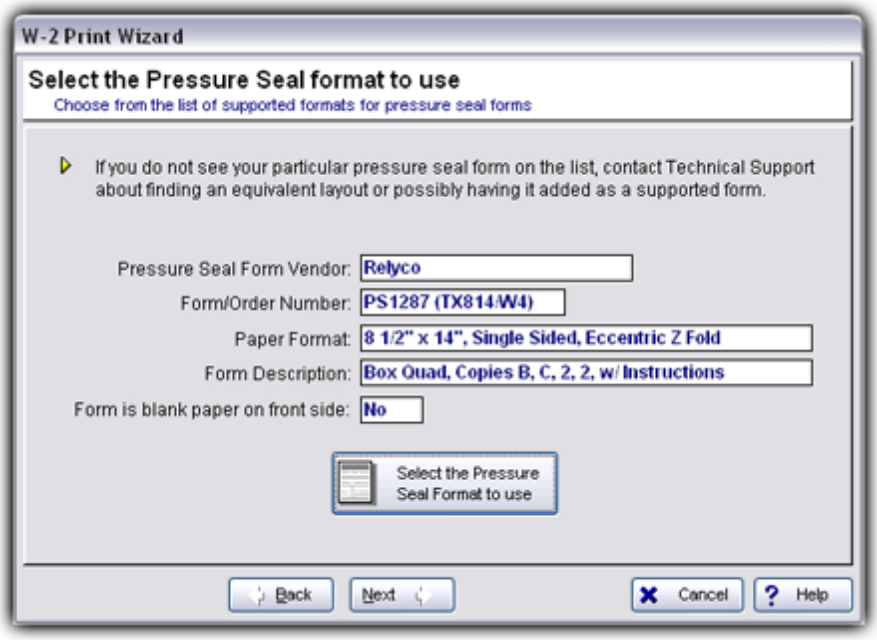
Note: If this is not the form type that you will be printing on click on "**Select the pressure Seal Format to use**" and you will be taken you back to the the prior step.

(8.A.)


W-2 Print Wizard
Select the Pressure Seal format to use
Choose from the list of supported formats for pressure seal forms
If you do not see your particular pressure seal form on the list, contact Technical Support about finding an equivalent layout or possibly having it added as a supported form.
Pressure Seal Form Vendor: Relyco
Form/Order Number: PS1287 (TX814/W4)
Paper Format: 8 1/2" x 14", Single Sided, Eccentric Z Fold
Form Description: Box Quad, Copies B, C, 2, 2, w/ Instructions
Form is blank paper on front side: No
Select the Pressure Seal Format to use
Back
Next
Cancel
Help

Note: If you have chosen to print to Pre-printed forms you will be given the option to adjust the alignment on the printouts, you may want to print a test alignment page if you have a high volume of forms to print out. To do so press the "**Print a Test Alignment Page now**" button, once you are satisfied with your adjustments press the "**Next**" button to continue. **(I.E. 9.A.)**

(9.A.)

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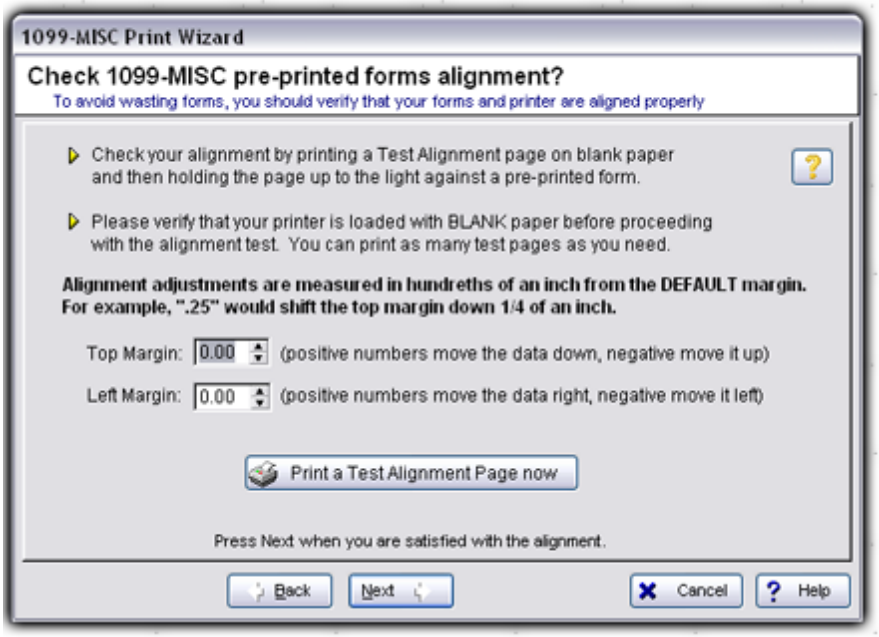
1099-MISC Print Wizard
Check 1099-MISC pre-printed forms alignment?
To avoid wasting forms, you should verify that your forms and printer are aligned properly
Check your alignment by printing a Test Alignment page on blank paper and then holding the page up to the light against a pre-printed form.
Please verify that your printer is loaded with BLANK paper before proceeding with the alignment test. You can print as many test pages as you need.
Alignment adjustments are measured in hundreths of an inch from the DEFAULT margin. For example, ".25" would shift the top margin down 1/4 of an inch.
Top Margin: 0.00 (positive numbers move the data down, negative move it up)
Left Margin: 0.00 (positive numbers move the data right, negative move it left)
Print a Test Alignment Page now
Press Next when you are satisfied with the alignment.
Back
Next
Cancel
Help

Now you can choose what methods your forms will be sorted by. (I.E. 10.A.)

- **By Last Name/ Company Name**
  Sorts the recipient by their Last Name, of their Company name if not an individual.

- **By TIN (EIN or SSN), then Last Name/First Name and account**
  Sorts the recipients by their Tax identification Number (EIN or SSN)

- **By Zip Code (U.S., then Canada, then foreign)**
  Groups the forms by the recipients Zip Code. Use this option if you need to pre-sort mailings for the Post Office

- **By State Abbreviation (U.S., then Canada, then foreign)**

- **By Account Number, then Last Name**
  Recipients with missing account information will print before actual account numbers.

Once you have chosen your preferred method click on the "N**ext**" button to continue

(10.A.)

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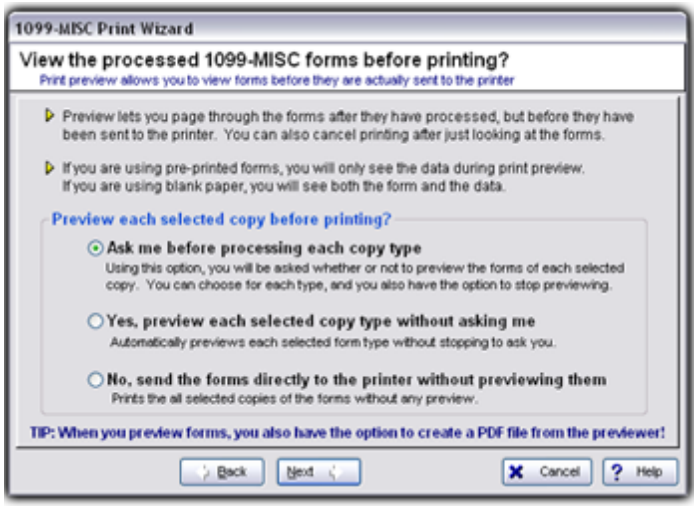
1099-MISC Print Wizard
What order should these 1099-MISC forms be printed in?
This choice determines the order that each set of 1099-MISC copies will be printed in
Please choose a sort order...
By Last Name / Company Name
Sorts the recipients by their Last Name, or their Company name if not an individual.
By TIN (EIN or SSN), then Last Name/First Name and Account
Sorts the recipients by their Tax Identification Number (EIN or SSN)
By Zip Code (U.S., then Canada, then foreign)
Groups the forms by the recipient's Zip Code. Use this option if you need to pre-sort mailings for the Post Office.
By State Abbreviation (U.S., then Canada, then foreign)
By Account Number, then Last Name
Recipients with missing account information will print before actual account numbers
Within each selected Copy, keep all of the forms for each Filer grouped together
Note: Copy A forms are always grouped by Filer whether this box is checked or not.
Back
Next
Cancel
Help

Here you will be given the option to preview the forms prior to them being printed. Choose **"Yes, preview each selected copy type without asking me**" if you would like to see the forms before being printed and click the "**Next**" button to proceed. **(I.E. 11.A.)**

(11.A.)


1099-MISC Print Wizard
View the processed 1099-MISC forms before printing?
Print preview allows you to view forms before they are actually sent to the printer
Preview lets you page through the forms after they have processed, but before they have been sent to the printer. You can also cancel printing after just looking at the forms.
If you are using pre-printed forms, you will only see the data during print preview.
If you are using blank paper, you will see both the form and the data.
Preview each selected copy before printing?
Ask me before processing each copy type
Using this option, you will be asked whether or not to preview the forms of each selected copy. You can choose for each type, and you also have the option to stop previewing.
Yes, preview each selected copy type without asking me
Automatically previews each selected form type without stopping to ask you.
No, send the forms directly to the printer without previewing them
Prints the all selected copies of the forms without any preview.
TIP: When you preview forms, you also have the option to create a PDF file from the previewer!
Back
Next
Cancel
Help

Here you will be see the summary for all the options before you are done printing. If everything looks correct click "**Print**" to begin your printing process..**(I.E. 12.A.)**

(12.A.)

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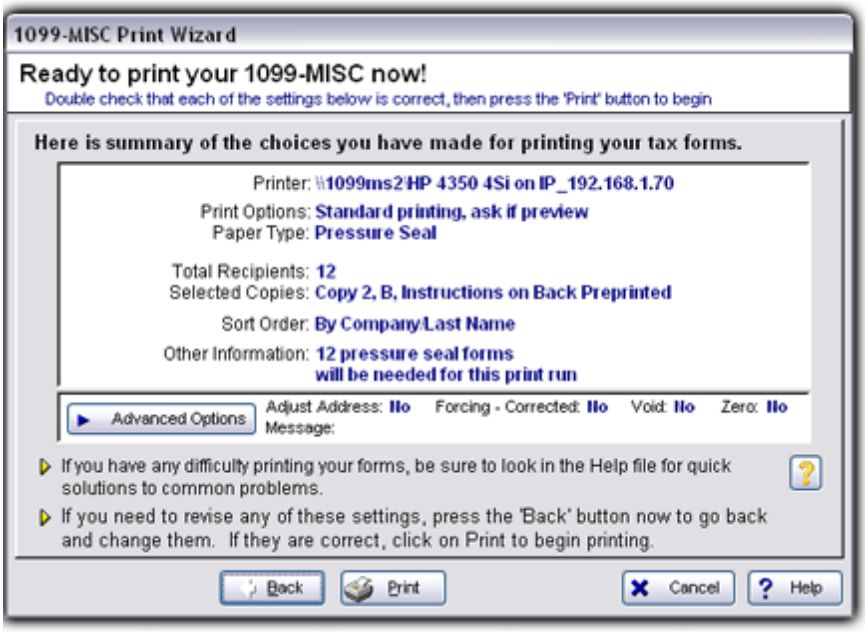
1099-MISC Print Wizard
Ready to print your 1099-MISC now!
Double check that each of the settings below is correct, then press the 'Print' button to begin
Here is summary of the choices you have made for printing your tax forms.
Printer: \\1099ms2\HP 4350 4Si on IP_192.168.1.70
Print Options: Standard printing, ask if preview
Paper Type: Pressure Seal
Total Recipients: 12
Selected Copies: Copy 2, B, Instructions on Back Preprinted
Sort Order: By Company/Last Name
Other Information: 12 pressure seal forms will be needed for this print run
Advanced Options
Adjust Address: No
Forcing - Corrected: No
Void: No
Zero: No
Message:
If you have any difficulty printing your forms, be sure to look in the Help file for quick solutions to common problems.
If you need to revise any of these settings, press the 'Back' button now to go back and change them. If they are correct, click on Print to begin printing.
Back
Print
Cancel
Help

Note: Below are the advanced options that may be accessed by clicking on the "**Advanced Options**" button**.**

Here you will be given the option to have a customized message print along with every form, you have the option of typing in your own message, or clicking on the drop down tab to select a pre-prepared message. **(I.E. S.1.)**

The options are:

- Revised and Reissued
- Corrected and Reissued
- Replacement copy
- Duplicate Copy per request

- You may also **Force an "X' in the Corrected box on all forms.**"
- You can "**force an "X" in the Void box**."
  Note: The void box is not on all forms.
- As well as "Print "0.00" instead of blanks for all zero amounts."

Note: Checking these boxes does NOT create a correction OR void form.
Note: Please see the sections on creating a correction or a void.

(S.1.)

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Advanced Recipient Print Options
Advanced Print Options for Recipient Forms
These options only apply to Recipient Copies, not Federal/State/Local copies
Special Options for THIS run only
Address/Envelope Offsets
These special options apply to the current Print run ONLY! If you need to use them for more than one print run, you must set them again each time.
Optional message to be printed on all forms in this print run
A short message to the recipient can be printed on each form. Enter your own message or choose from the list.
Override program controlled values for this print run
Force an 'X' in the Corrected box on all forms
Force an 'X' in the Void box (rare, not on most forms)
Print '0.00' instead of blanks for all zero amounts
IMPORTANT: Checking these boxes does NOT create a valid correction or void a form. Please click on '? Help' for details.
Clear all options
OK
Cancel
Help

Note: Below are advanced options for the fine tuning of where the Filers and Recipients address will print, if you are using non-standard windowed envelopes this will help you adjust the printout so that it is readable on the outside of the form. **(I.E. S.2.)**

(S.2.)

Advanced Recipient Print Options
Advanced Print Options for Recipient Forms
These options only apply to Recipient Copies, not Federal/State/Local copies
Special Options for THIS run only
Address/Envelope Offsets
These options allow you to shift the position of the Filer and Recipient addresses up, down and over if you are not using standard envelopes.
Address adjustments are measured in hundreths of an inch from the DEFAULT placement. For example, a change of ".25" would shift an address down or to the right 1/4 of an inch.
Vertical adjustments
(positive numbers move the address down, negative move it up)
Filer address: 0.00
Recipient address: 0.00
Horizontal adjustments
(positive numbers move the address right, negative move it left)
Filer address: 0.00
Recipient address: 0.00
Clear all options
OK
Cancel
Help

28 Queries

Queries

1099Pro® offers predefined queries to filter your data. The Current Query drop down menu is available at the Browse Form Records, Browse the Filers File and Browse the Recipients File screens.

Pre-defined Queries include:

- Corrections (Filed)
- Corrections (Not Filed)

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- Errors and Warnings
- Filed Original Forms
- Forms with Notes
- Pending Original Forms
- Printed Original Forms
- Voided Original Forms

- In addition:

Recipient
- Has notes
- Only SSN
- Only EIN
- TIN non standard
- Foreign, Canada, US for various addresses.
- Open W-9s
- Any W-9s

Filer:
- Has notes
- SSN
- EIN
- Combined Fed/State filing program

28.1 Custom Query using Manual Override

Custom Query using Manual Override

To define a custom query using the manual override feature follow the steps below.

To allow for even more customization in defining a custom query, sophisticated users can quickly build

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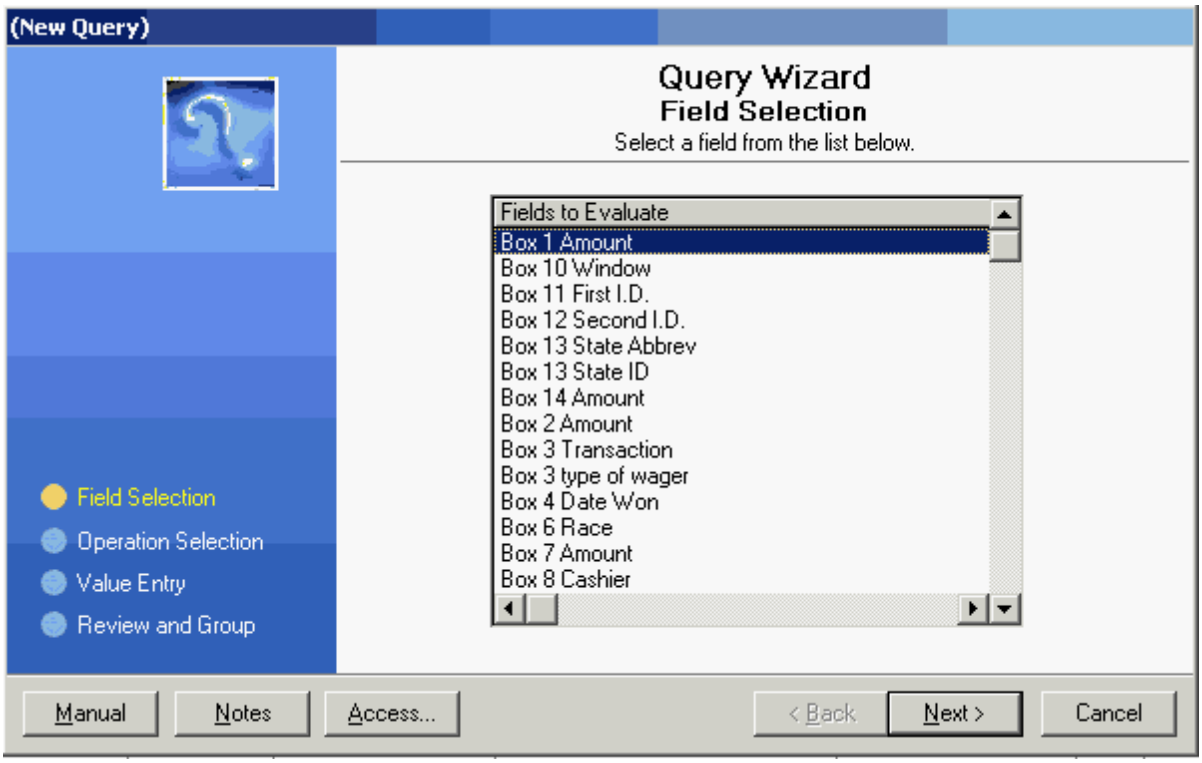
expressions from scratch using the Expression Builder which has additional Date and Function Categories.

1. At the Query Wizard **Field Selection** window, click the "**Manual**" button in the lower left of the window.

The Query Wizard Screen



2. In the Query Wizard Manual Override screen you may choose pre-selected fields from the "field list.".

   To open the Expression Builder click [...] to the right of the Field List.

The Expression Builder Screen

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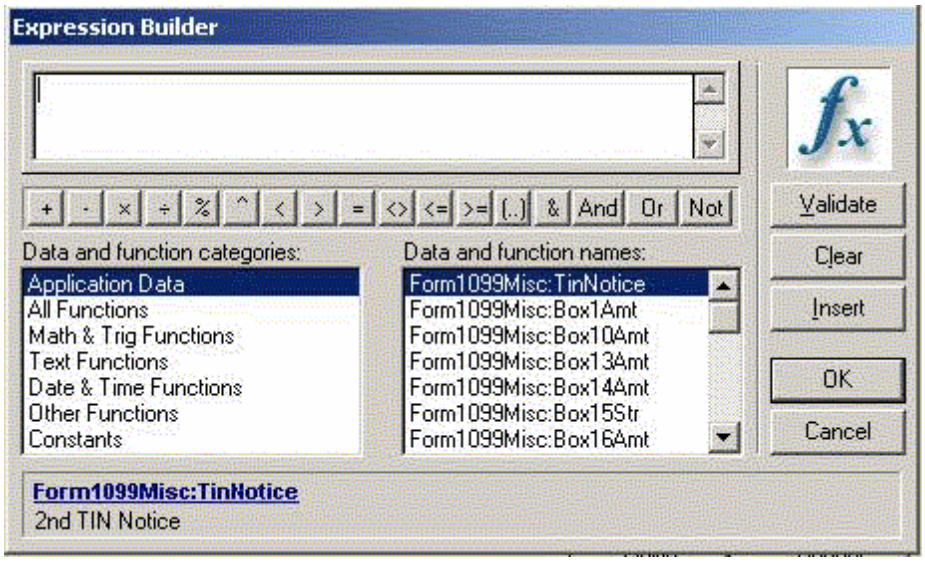

- **Data and function categories:** Select the category of the function to be applied in this column.
- **Data and function names:** Contains a list of logical expressions to be applied to the query. A logical expression consists of a field, operator and value.
-

Contains the list of operators available to the user.
- **Validate:** This button will compile and determine if the current expression has been constructed properly.
- **Clear:** Removes the contents of the current expression from the expression builder main screen.
- **Insert:** Inserts the currently highlighted "Data and function name" into the Expression Builder Window.
- **Ok:** Executes the "Validate" feature to check the validity of the expression and saves your expression.
- **Cancel**: Closes the expression builder and returns you to the Query Wizard "Field Selection screen.

• Once you have saved your expression, you can select it form the "Current Query" drop-down menu at any time.

28.2 Custom Query Wizard

Custom Query Wizard

To define a custom query using the Query Wizard follow the steps below.

The Query Wizard allows custom access to your data via an intuitive wizard driven interface. *All* users can quickly create and save customized queries and then re-use those queries.

1. Select the drop down menu for "Current Query" and select "Custom Query" from the list.

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2. At the Query wizard screen select a field from the list below. (i.e. Recipient State or Province) and click "**next**".
   Note: please view the linked popup for additional information on the values for the fields Form Status, Voided, Correction Type & Error Status values.

3. At the Operation Selection screen, select the operator (i.e. is Equal To) and click "**Next**".

4. At the value entry screen determine the value which will be used to complete the expression. (i.e. Select "Constant Value" and in the "Recipient State or Province is Equal To" field type in the letters CA for the state of California)

   - As an option you may process the query using "Compare Using Case Sensitive Matching" by placing a check in the box below.
     Click "**Next"**.

5. Click Finish to save your changes and run the query.

   - At this finish screen you may add any additional selection criteria as needed.
   - You can select the "**Change**" button to change your current query or you can select the Delete button to delete the current query and begin a new query.
   - After clicking "**finish"** you are prompted to save the query you created. Click "**Yes"** to save and type a query name or click "**No"** to bypass saving a query name and display the results of the current query.

28.3 Select a User

Select a User

The Select a User screen displays all users. Use to select an individual user for querying or reporting purposes.

29 Reports

Reports

*See **Control Totals Reports** for more information*

*Also See **Form Counts** and **Forms Issued by Filers***

Troubleshooting

If while printing from the Report Filter and Forms Selection Options section you come across: (Example Reports won't print.)

*See **Trouble-shooting Control Total Reports** for more information*

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29.1 Form Control Totals

Form Control Totals

The Control Totals report is an invaluable tool for reviewing recipient records. Information contained in this report includes:

- Form type
- Filer's Name and TIN
- Recipient's First Name, Last Name, TIN, Account Number and optionally, their Address
- Individual record print status and date of last update
- Box by box totals
- Number of missing TINs and more....

To generate report

1. On the task panel click the **Forms & Printing** section. Select the form type to process and then click the " **Form Totals Reports"** icon.
2. Report Filter and Form Selection Options - Choose a method for selecting records:
   - All pending forms for this filer
   - All forms for this filer (regardless of print status)
   - Use Query Wizard
   - Manually select records (tagging)
3. Error and Warning Messages - Choose how to print warnings and/or errors. (This option is ghosted if the Summary Version report format is selected.)
4. Report Record Ordering Options - Choose how to sort the records:
   - By Last Name
   - By TIN
   - By Account Number, then Last Name

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5. Report Format Options - Choose a report format:
   - Summary Version (lists recipient address and all dollar amounts but no text information and limited checkbox data)
   - Extended Version (lists all information including recipient address and includes errors and warnings)
6. Additional options include:
   - Custom notes (make comments, notes, etc. - prints on last page of report)
   - Print totals only (summary information only - displays no individual record information)
   - Print Preview (select Ask Me or Yes, otherwise report prints automatically)
7. When satisfied with your selections click "**Print Now**".
8. At the preview screen **go to the last page** to view the box by box totals.

29.1.1 Troubleshooting Control Totals

Troubleshooting Control Totals

If while printing from the Report Filter and Forms Selection Options section you come across: (Example Reports won't print.)

Solution:

- Verify that you have selected the correct form type (i.e. 1099-MISC) from the drop down arrow to the left of the report.
- Verify that you have specified the right status. (i.e. "All Original Forms" [Except Corrections])

  This means that every form regardless of the current form status will be displayed.
- The **"All Pending Forms"** option will display forms that truly are in **Pending Status**. "**The Pending Corrections for this Filer**" option does not appear in the View/Print Control Total Reports screen unless you have a minimum of at least one form with a Corr/Pending status.

29.2 1099Pro State Quarterly E-File Wizard (CS version only)

1099Pro State Quarterly E-File Wizard (Corporate Suite Version Only)

This wizard will guide you through the simple process of generating **State Quarterly E-File**(s).

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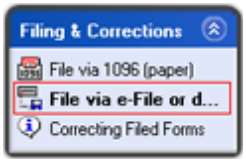
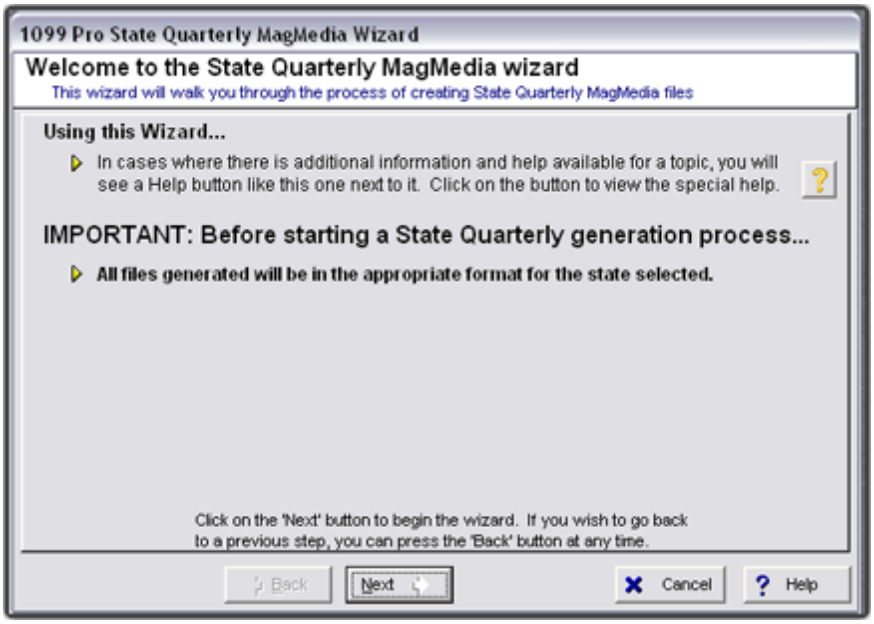


1. In order to begin this process first you must click on the "**File via e-File or d...**" under the "**Filing & Corrections**" box.

2. Next, click on the "**Quarterly State Reporting button**"

Welcome to the State Quarterly E-File Wizard


1099 Pro State Quarterly MagMedia Wizard
Welcome to the State Quarterly MagMedia wizard
This wizard will walk you through the process of creating State Quarterly MagMedia files
Using this Wizard...
In cases where there is additional information and help available for a topic, you will see a Help button like this one next to it. Click on the button to view the special help.
IMPORTANT: Before starting a State Quarterly generation process...
All files generated will be in the appropriate format for the state selected.
Click on the 'Next' button to begin the wizard. If you wish to go back to a previous step, you can press the 'Back' button at any time.
Back
Next
Cancel
Help

3. This will begin the State Quarterly E-File Wizard. When you are done reading the welcome click on "**Next**" to proceed.

Do you have the latest version of 1099Pro?

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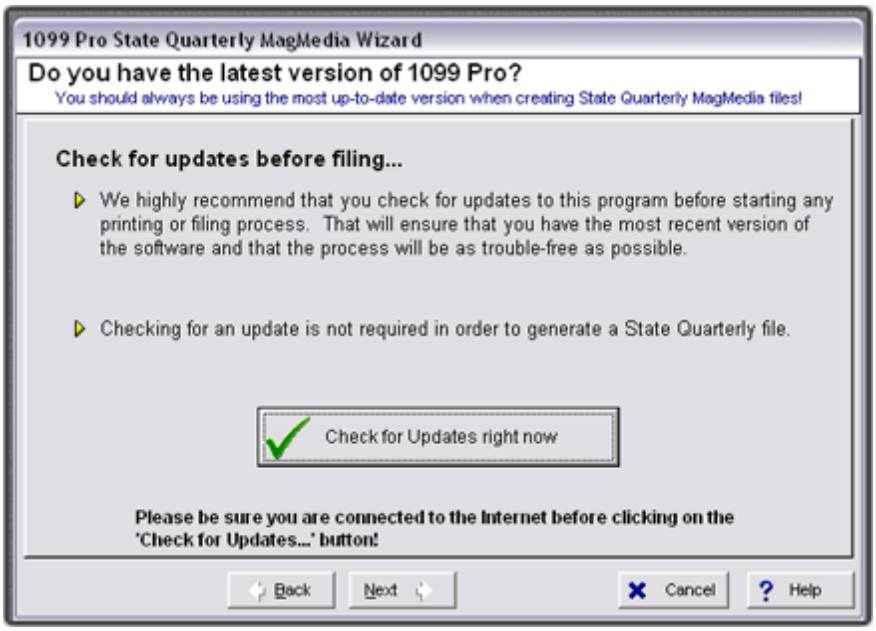
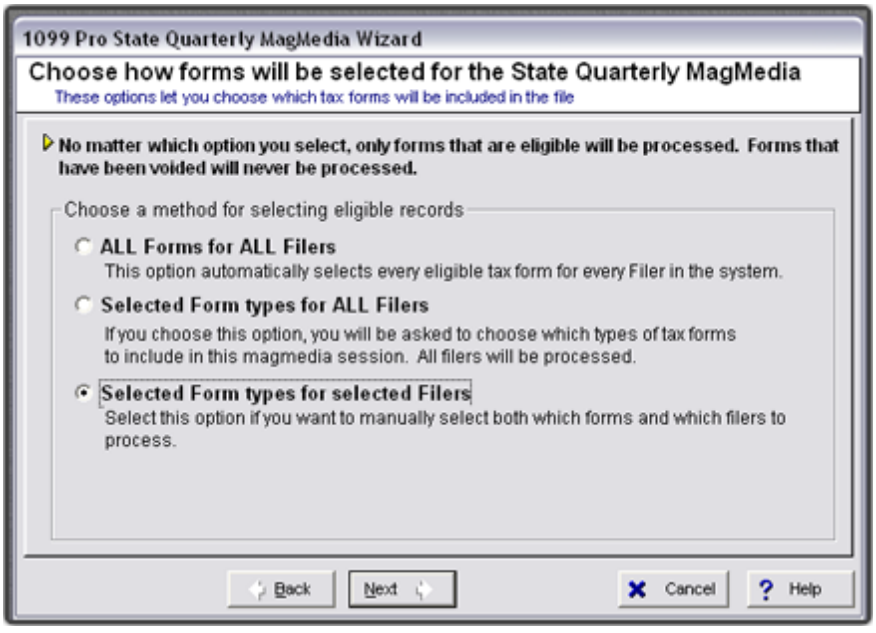

1099 Pro State Quarterly MagMedia Wizard
Do you have the latest version of 1099 Pro?
You should always be using the most up-to-date version when creating State Quarterly MagMedia files!
Check for updates before filing...
We highly recommend that you check for updates to this program before starting any printing or filing process. That will ensure that you have the most recent version of the software and that the process will be as trouble-free as possible.
Checking for an update is not required in order to generate a State Quarterly file.
Check for Updates right now
Please be sure you are connected to the Internet before clicking on the 'Check for Updates...' button!
Back
Next
Cancel
Help

4. You will then be prompted to check for updates before proceeding, if you have never checked for updates it is **HIGHLY** recommended that you do so at this point, if you do not wish to check for updates you may click on "**Next**" to continue.

Choose how forms will be selected for the State Quarterly E-File


1099 Pro State Quarterly MagMedia Wizard
Choose how forms will be selected for the State Quarterly MagMedia
These options let you choose which tax forms will be included in the file
No matter which option you select, only forms that are eligible will be processed. Forms that have been voided will never be processed.
Choose a method for selecting eligible records
ALL Forms for ALL Filers
This option automatically selects every eligible tax form for every Filer in the system.
Selected Form types for ALL Filers
If you choose this option, you will be asked to choose which types of tax forms to include in this magmedia session. All filers will be processed.
Selected Form types for selected Filers
Select this option if you want to manually select both which forms and which filers to process.
Back
Next
Cancel
Help

5. You will now be given 3 options as to how you would like to generate your report.

- **ALL Forms for ALL Filers**: This option will process **ALL** forms for **EVERY** filer that you have.
- **Selected Form types for ALL Filers**:This option will process form for every Filer that you have in your database, there will be no exceptions.
- **Selected Form types for selected Filers:** Choosing this option will allow you to tag which forms you

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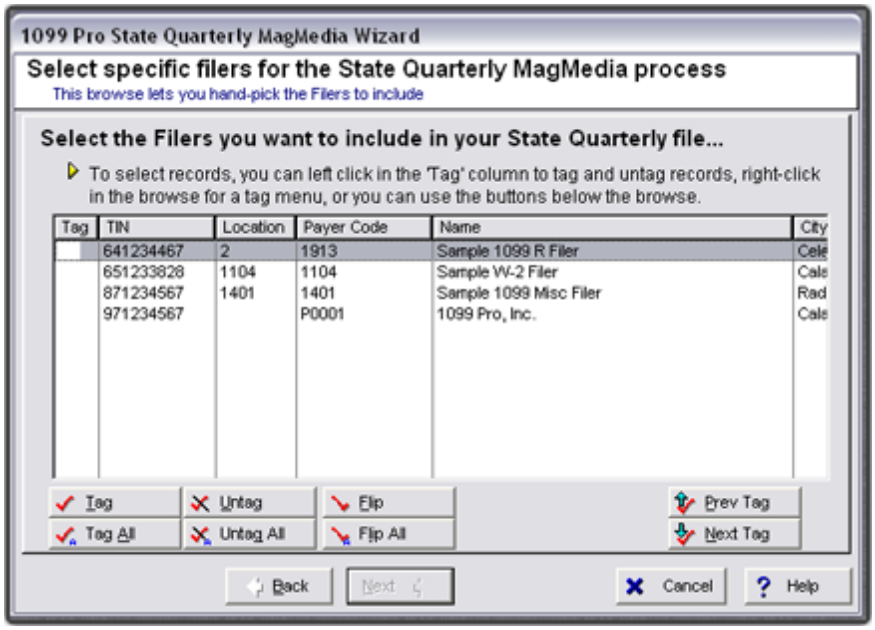
wish to generate a report on and from which filer

Note: It is recommended that you choose which forms you will be generating a report for, as not all forms are necessary in every State. And selecting all forms can generate quite a few results.

6. Once you have chosen the option that applies best to you click on "**Next**" to continue.

Select Specific filers for the State Quarterly E-File process.


1099 Pro State Quarterly MagMedia Wizard
Select specific filers for the State Quarterly MagMedia process
This browse lets you hand-pick the Filers to include
Select the Filers you want to include in your State Quarterly file...
To select records, you can left click in the 'Tag' column to tag and untag records, right-click in the browse for a tag menu, or you can use the buttons below the browse.
Tag
TIN
Location
Payer Code
Name
City
641234467 2 1913 Sample 1099 R Filer Cele
651233828 1104 1104 Sample W-2 Filer Cals
871234567 1401 1401 Sample 1099 Misc Filer Rad
971234567 P0001 1099 Pro, Inc. Cals
Tag
Untag
Flip
Prev Tag
Tag All
Untag All
Flip All
Next Tag
Back
Next
Cancel
Help

Note: This option will only appear if you Chose "Selected Form types for selected Filers" on the previous screen.

7. You will now be presented with all Filers in your database, at this point you may **tag** every filer that you wish to process forms for. Once you are done click "**next**" to continue.

Select Specific tax form types for the State Quarterly E-File process.

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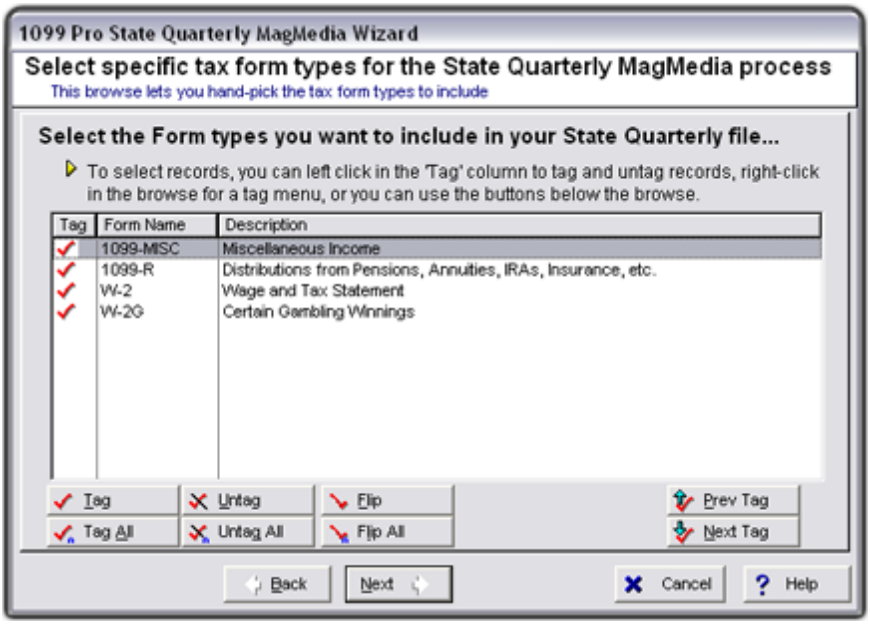
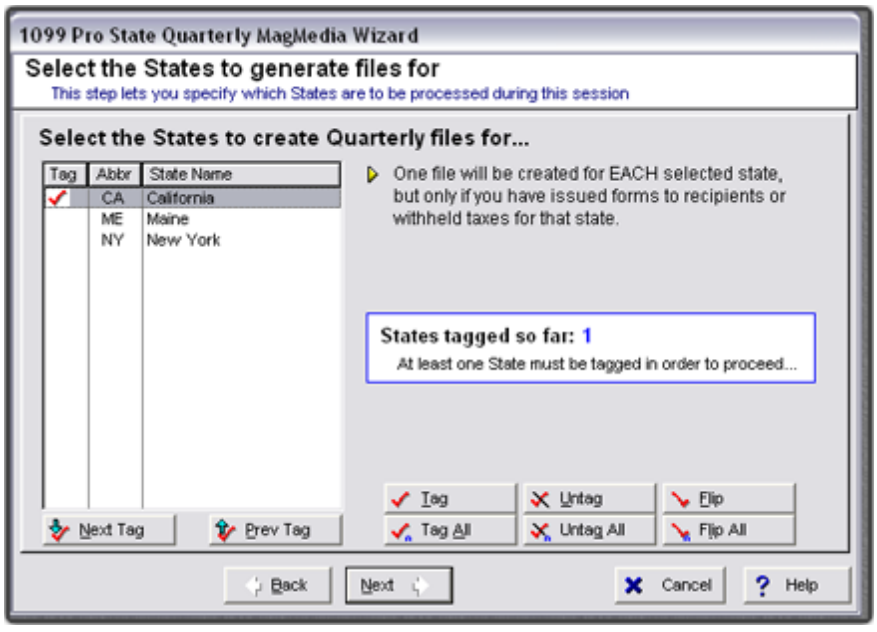

1099 Pro State Quarterly MagMedia Wizard
Select specific tax form types for the State Quarterly MagMedia process
This browse lets you hand-pick the tax form types to include
Select the Form types you want to include in your State Quarterly file...
To select records, you can left click in the 'Tag' column to tag and untag records, right-click in the browse for a tag menu, or you can use the buttons below the browse.
Tag
Form Name
Description
1099-MISC
Miscellaneous Income
1099-R
Distributions from Pensions, Annuities, IRAs, Insurance, etc.
W-2
Wage and Tax Statement
W-2G
Certain Gambling Winnings
Tag
Untag
Flip
Prev Tag
Tag All
Untag All
Flip All
Next Tag
Back
Next
Cancel
Help

Note: You will only be given this option if you chose either **"Selected Form types for selected Filers" or "Selected Form types for ALL Filers"** from the "**Choose how forms will be selected for the State Quarterly E-File" screen.**

8. Here you will be able to **"Tag"** which forms you wish to generate a report for.

Note: Keep in mind that California **only** requires a 1099-R, Maine requires **all** forms and New York requires a 1099-R **yearly**, only.

Select the States to generate files for...



9. Here you will need to "**tag**" the States you wish to generate reports for, once that is complete click "

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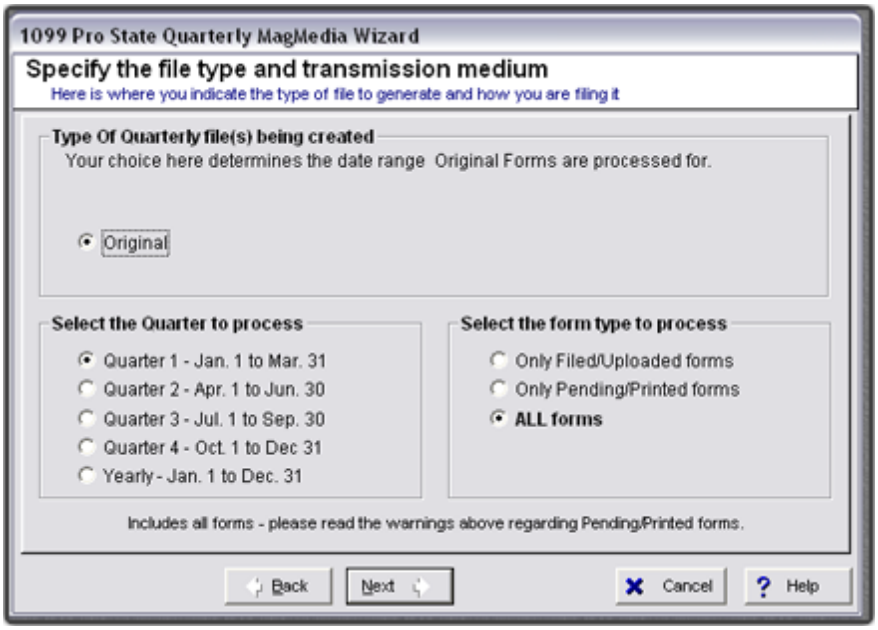
next" to continue.

Note: It is recommended that only one state be selected at a time.

Specify the file type and transmission medium


1099 Pro State Quarterly MagMedia Wizard
Specify the file type and transmission medium
Here is where you indicate the type of file to generate and how you are filing it
Type Of Quarterly file(s) being created
Your choice here determines the date range Original Forms are processed for.
Original
Select the Quarter to process
Quarter 1 - Jan. 1 to Mar. 31
Quarter 2 - Apr. 1 to Jun. 30
Quarter 3 - Jul. 1 to Sep. 30
Quarter 4 - Oct. 1 to Dec 31
Yearly - Jan. 1 to Dec. 31
Select the form type to process
Only Filed/Uploaded forms
Only Pending/Printed forms
ALL forms
Includes all forms - please read the warnings above regarding Pending/Printed forms.
Back
Next
Cancel
Help

10.On this screen you will be asked what quarter you wish to generate a report for.

- Quarter 1 – Jan. 1st to Mar. 31st
- Quarter 2 – Apr. 1st to Jun. 30th
- Quarter 3 – Jul. 1st to Sep 30th
- Quarter 4 – Oct. 1st to Dec. 31st
- Yearly - Jan. 1st to Dec 31st **(Note: This applies to New York only)**

11.You will also be given the option to select which form types to process.

- **Only Filed/Uploaded forms:** This option is useful if you only wish to generate a report showing completed reports, so that work is not duplicated.
- **Only Pending/Printed forms:** This option is useful if you only wish to generate a report on forms that are pending and need to be completed.
- **ALL forms:** This option will allow will generate a report on all forms, regardless of their status.

Select destination folder for your State Quarterly E-File files...

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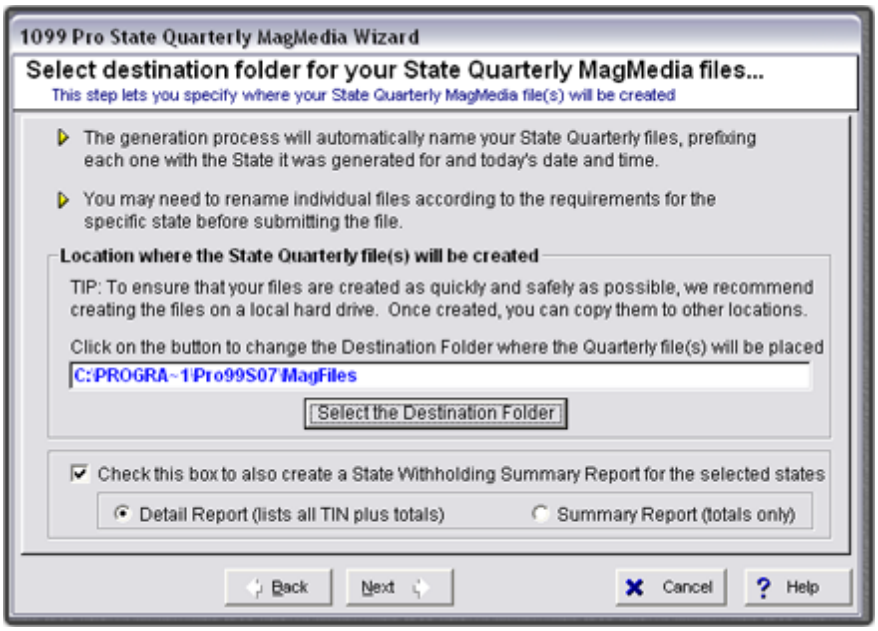
1099 Pro State Quarterly MagMedia Wizard
Select destination folder for your State Quarterly MagMedia files...
This step lets you specify where your State Quarterly MagMedia file(s) will be created
The generation process will automatically name your State Quarterly files, prefixing each one with the State it was generated for and today's date and time.
You may need to rename individual files according to the requirements for the specific state before submitting the file.
Location where the State Quarterly file(s) will be created
TIP: To ensure that your files are created as quickly and safely as possible, we recommend creating the files on a local hard drive. Once created, you can copy them to other locations.
Click on the button to change the Destination Folder where the Quarterly file(s) will be placed
C:\PROGRA~1\Pro99S07\MagFiles
Select the Destination Folder
Check this box to also create a State Withholding Summary Report for the selected states
Detail Report (lists all TIN plus totals)
Summary Report (totals only)
Back
Next
Cancel
Help

12. This screen allows you to choose where the report you are generating will be saved, keep in mind that the file name will be automatically be generated depending on what options you chose beforehand, E.G. "CA Q3TAX 7-30-08 4-43PM.TXT".

- Also you will be given the option to have a column depicting the State Withholding Summary Report for the selected states.

- Finally, there are 2 more options on the page.

- Detail Report (lists all TIN plus totals): This option will place a column on the report showing the Filers TIN as well as the totals.

Summary Report (totals only): This option will place a column on the report showing only the total.

13. Once you have selected which options you would like to display on your report click on "**next**" to continue.

Verify Transmitter information for your State Quarterly E-File file

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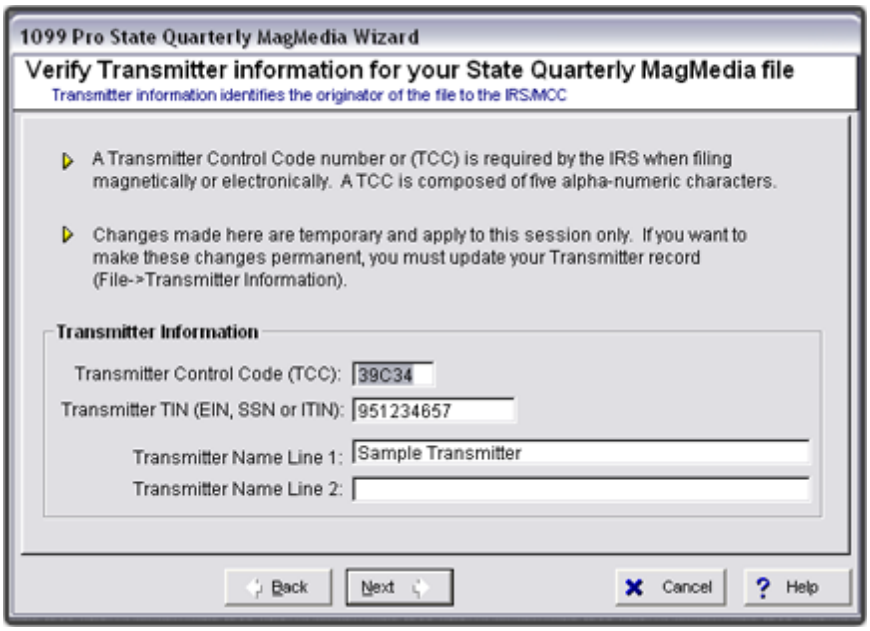
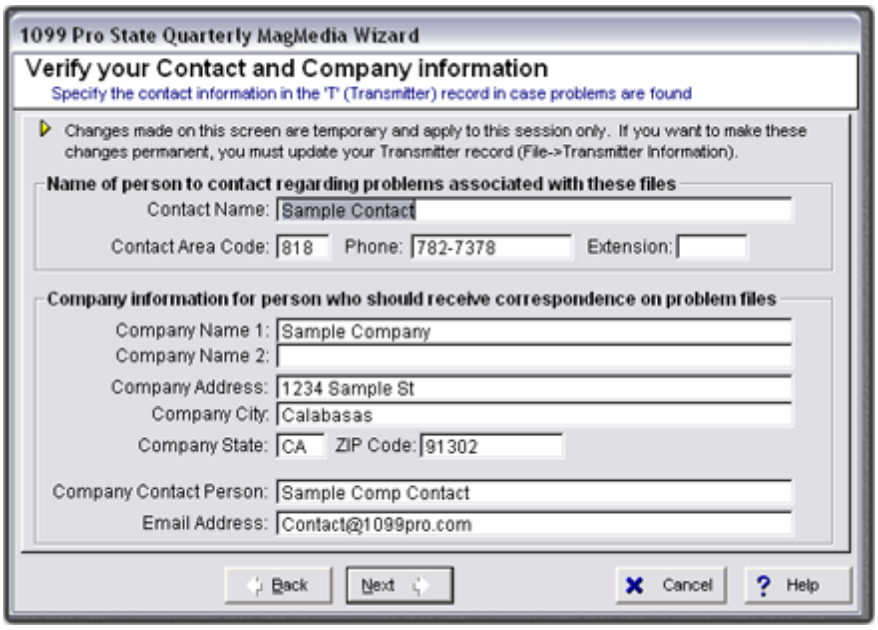

1099 Pro State Quarterly MagMedia Wizard
Verify Transmitter information for your State Quarterly MagMedia file
Transmitter information identifies the originator of the file to the IRS/MCC
A Transmitter Control Code number or (TCC) is required by the IRS when filing magnetically or electronically. A TCC is composed of five alpha-numeric characters.
Changes made here are temporary and apply to this session only. If you want to make these changes permanent, you must update your Transmitter record (File->Transmitter Information).
Transmitter Information
Transmitter Control Code (TCC): 39C34
Transmitter TIN (EIN, SSN or ITIN): 951234657
Transmitter Name Line 1: Sample Transmitter
Transmitter Name Line 2:
Back
Next
Cancel
Help

14. At this point the transmitter information for your State Quarterly E-File file will be displayed, this is the last chance that you will have to alter the information that will be placed on the report prior to it being generated.

Once you are satisfied that the transmitter information is correct you may click on "**next**" to continue.

Verify your Contact and Company information


1099 Pro State Quarterly MagMedia Wizard
Verify your Contact and Company information
Specify the contact information in the 'T' (Transmitter) record in case problems are found
Changes made on this screen are temporary and apply to this session only. If you want to make these changes permanent, you must update your Transmitter record (File->Transmitter Information).
Name of person to contact regarding problems associated with these files
Contact Name: Sample Contact
Contact Area Code: 818 Phone: 782-7378 Extension:
Company information for person who should receive correspondence on problem files
Company Name 1: Sample Company
Company Name 2:
Company Address: 1234 Sample St
Company City: Calabasas
Company State: CA ZIP Code: 91302
Company Contact Person: Sample Comp Contact
Email Address: Contact@1099pro.com
Back
Next
Cancel
Help

15. This screen will allow you to review the Contact and Company information that will be displayed on your report.

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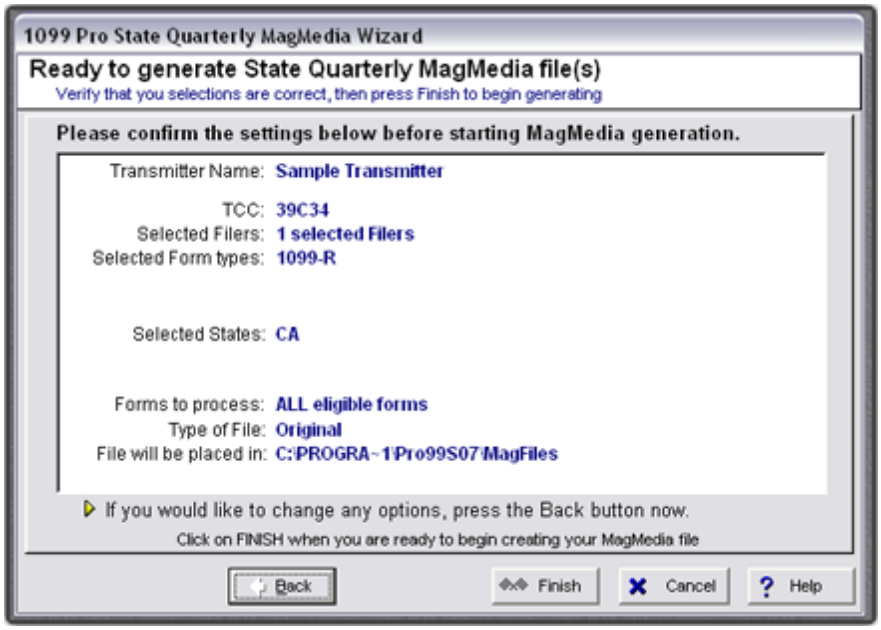
If you wish, you may alter this information, once you are done click on "**next**" to proceed.

Ready to generate State Quarterly E-File(s)


1099 Pro State Quarterly MagMedia Wizard
Ready to generate State Quarterly MagMedia file(s)
Verify that you selections are correct, then press Finish to begin generating
Please confirm the settings below before starting MagMedia generation.
Transmitter Name: Sample Transmitter
TCC: 39C34
Selected Filers: 1 selected Filers
Selected Form types: 1099-R
Selected States: CA
Forms to process: ALL eligible forms
Type of File: Original
File will be placed in: C:\PROGRA~1\Pro99S07\MagFiles
If you would like to change any options, press the Back button now.
Click on FINISH when you are ready to begin creating your MagMedia file
Back
Finish
Cancel
Help

16. This screen will summarize some information for you, this will be the last point in which you may go back and alter information prior to the generation of the report. You will see.

- **Transmitter name**: This is the name of the transmitter that will be displayed on the report.
- **TCC**:
- **Selected Filers**: This is how many filers will be placed on the report.
- **The form types that will be displayed on the report**.
- **Selected states**: This will show you all the States that will be displayed on your report.
- **Forms to process**: This will show you which form you chose to process.
- **Only Filed/Uploaded forms:** This option is useful if you only wish to generate a report showing completed reports, so that work is not duplicated.
- **Only Pending/Printed forms:** This option is useful if you only wish to generate a report on forms that are pending and need to be completed.
- **ALL forms:** This option will allow will generate a report on all forms, regardless of their status.
- **Type of File**:
- **File will be placed in**: This will show you the directory on your computer where the report will be placed once it has been generated.

17. Once you are done you may click "**Finish**" and a report will be generated and placed in the specified directory.

Note: If there are multiple files in that directory your report can be easily identified by the time and date stamp in the file name.

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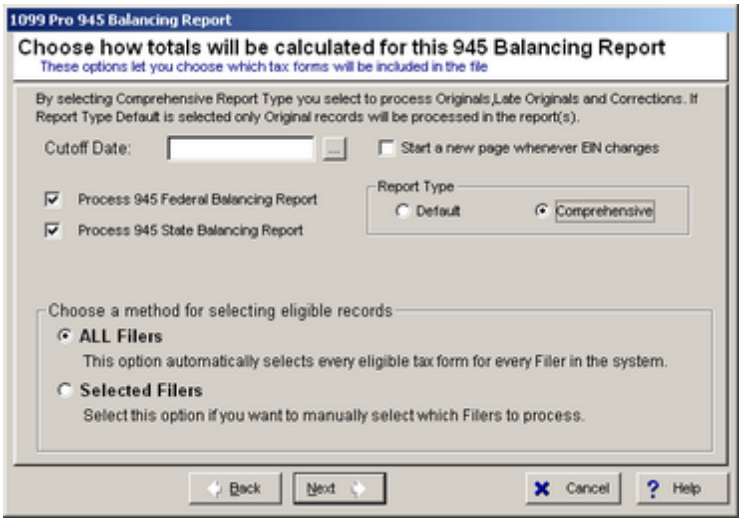
29.3 945 Federal and State Balancing Report (CS version only)

945 Federal and State Balancing Report (Available in Corporate Suite edition only)

The 945 Federal and State Balancing Report allows you to create a report or Excel spreadsheet showing the Federal and/or State Withholding Tax for forms 1099-INT, 1099-MISC, 1099-R & W2-G. The report will always give you the current amount of FIT or SIT to-date and the Cutoff date will allow you to adjust the breakdown between Originals and Late Originals.

To run a 945 Balancing Report, use the following steps:

1. From the menu bar, select the "**Reports**" option.
2. From the Reports list, select "**945 Federal and State Balancing Report**".
3. Please read the introduction to the report wizard and click "**Next**".
4. Select a Cutoff Date for the records that will be included in the report.
5. Select if you would like a Federal, State or Federal and State balancing report by placing a check in the appropriate check box(es).
6. Select if you would like to process the report for "**All Fliers**" **or** "**Select Filers**".
7. Select if you would like to start a new page whenever the EIN changes by placing a check in the appropriate check box.
8. Select your Report Type:
   - Default: The default report returns the FWT and/or SWT on all INT, MISC, R & W2-G forms created prior to the cutoff date. The cutoff date defaults to the current date unless you override the date.
   - Comprehensive: This report can break up FWT and SWT on all INT, MISC, R & W2-G forms in the following manner:
     - On or Prior to the cutoff date regardless if those forms are filed or not.
     - Late Originals created after the cutoff date.
     - Originals entered on or before the cutoff date.
     - Originals filed on or before the cutoff date.


1099 Pro 945 Balancing Report
Choose how totals will be calculated for this 945 Balancing Report
These options let you choose which tax forms will be included in the file
By selecting Comprehensive Report Type you select to process Originals,Late Originals and Corrections. If Report Type Default is selected only Original records will be processed in the report(s).
Cutoff Date:
Start a new page whenever EIN changes
Process 945 Federal Balancing Report
Process 945 State Balancing Report
Report Type
Default
Comprehensive
Choose a method for selecting eligible records
ALL Filers
This option automatically selects every eligible tax form for every Filer in the system.
Selected Filers
Select this option if you want to manually select which Filers to process.
Back
Next
Cancel
Help

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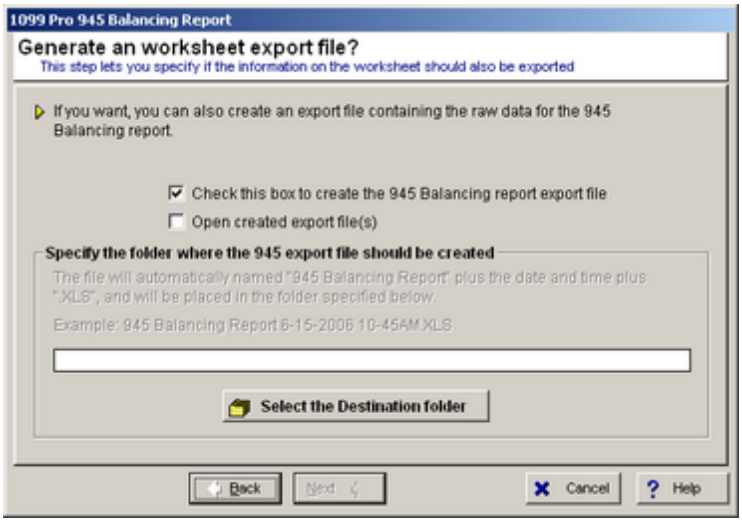
9. Click on the "**Next**" button once you have made your selections.
10. At the "**Generate a worksheet export file?**" screen, decide whether or not you want to create an export file where you want to save it. The spreadsheet is designed so that a user can work with detailed totals by Department or with Filer totals by FEIN.


1099 Pro 945 Balancing Report
Generate an worksheet export file?
This step lets you specify if the information on the worksheet should also be exported
If you want, you can also create an export file containing the raw data for the 945 Balancing report.
Check this box to create the 945 Balancing report export file
Open created export file(s)
Specify the folder where the 945 export file should be created
The file will automatically named "945 Balancing Report" plus the date and time plus ".XLS", and will be placed in the folder specified below.
Example: 945 Balancing Report 6-15-2006 10-45AM.XLS
Select the Destination folder
Back
Next
Cancel
Help

11. When you are finished, click on the "**Finish**" button to generate your report.

Note: This will create a file that contains 2 dates and a time, the first date is the cutoff date, the second date is the date and time when the report was created.
(**Example:** "945 1099 Federal Balancing Report CD **12-21-2011** **12-21-2011 14-14-29**.XLS")
Cutoff Date **Date that the report was created**

To access the form via the internet please click **here**.

29.4 Form Counts

Form Counts

This report generates a listing of all forms sorted by filer, detailed by print status. This report is very useful for tracking the status of your forms and determining if records contain any errors or warnings.

To generate report
1. At the menu bar click "**Reports**" and "**Form Counts**".

2. Click "**Yes**" to preview the report.

29.5 Forms Issued By Filer

Forms Issued by Filer

The Summary of Forms Issued by Filer provides detailed recipient information for all forms issued by the

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selected filer(s).

To run a report

1. From the menu bar click "**Reports and Forms Issued by Filer**".

2. Click "**Yes**" to preview the report.

3. At the Browse the Filers File screen click the "**Tag**" button to select filers. A red checkmark appears beside each tagged filer. To sort filers prior to tagging, use the View drop menu.

    - Review Tag Key Shortcuts

4. After tagging appropriate filers click "**Proceed**" to run the summary.

29.6 Import Map Reports

Import Map Reports

The Import Map report is an invaluable tool for reviewing import maps.

To View a Map Report

1. From the main screen in 1099 Pro, click on the "**Import Forms**" link in the navigation bar to the left, or as an alternative, click on Utilities at the top, then click "**Run the Import Wizard**"
2. Click on "**Use Standard/Custom Mapped Imports**" ,on the Browse the Import Map List screen, highlight the Import Map you created then click on the "**View and/or Print Map**" button. When asked to preview, click "**Yes**".

Information contained in this report includes:

- Form type
- Creation Date and Time of the Import Map
- Recipient's First Name, Last Name, TIN, Account Number and optionally, their Address
- Individual record print status and date of last update
- Creation Date and Time of the Report including the Network Station ID
- Field Name, Field Type and Field Description...

To generate an Import Map report

1. From the main screen in 1099 Pro you can click on the "**Import Forms**" link in the navigation bar to the left, or as an alternative, click on **Utilities** on the main menu, then click "**Run the Import Wizard**"
2. Click on "**Use Standard/Custom Mapped Imports**" ,on the Browse the Import Map List screen, highlight the Import Map you created and then click on the "**View and/or Print Map**" button.
3. When prompted to Preview the Report click yes or you may click "**NO"** to send the report directly to your default printer.
4. If you elected to Preview the Report, you can view the report on screen.
5. When satisfied with your selections click the printer icon to "**Print Now**".

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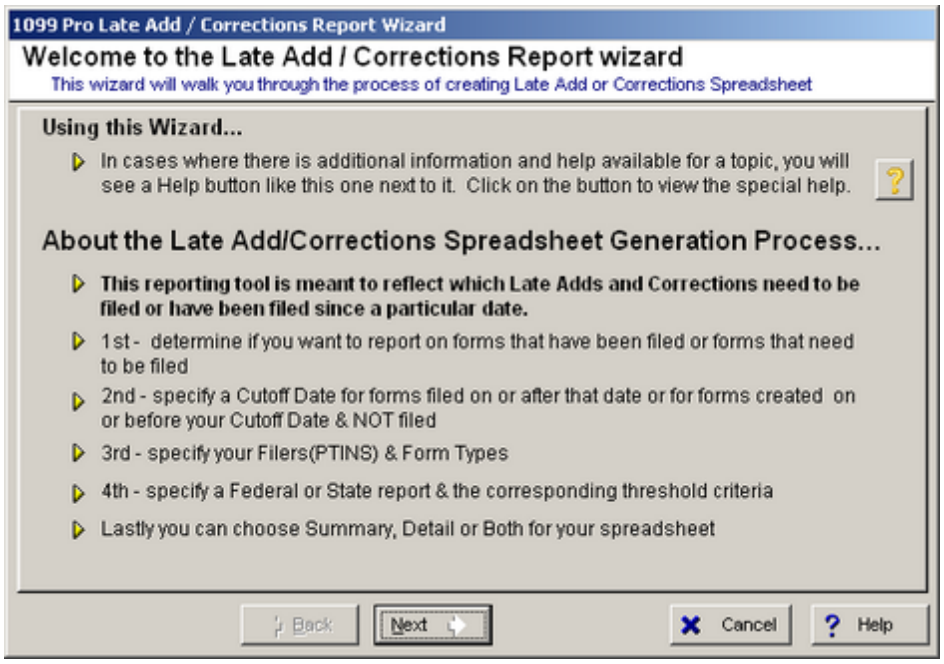
29.7 Late Add/Corrections Report

Late Add/Correctiosn Report

The Late Add/Corrections report allows you to generate a report that reflects which Late Adds and Corrections need to be filed or have been filed since a specifed date.

To generate a Late Add/Corrections report, select the "Reports" option from the top menu.


1099 Pro Late Add / Corrections Report Wizard
Welcome to the Late Add / Corrections Report wizard
This wizard will walk you through the process of creating Late Add or Corrections Spreadsheet
Using this Wizard...
In cases where there is additional information and help available for a topic, you will see a Help button like this one next to it. Click on the button to view the special help.
About the Late Add/Corrections Spreadsheet Generation Process...
This reporting tool is meant to reflect which Late Adds and Corrections need to be filed or have been filed since a particular date.
1st - determine if you want to report on forms that have been filed or forms that need to be filed
2nd - specify a Cutoff Date for forms filed on or after that date or for forms created on or before your Cutoff Date & NOT filed
3rd - specify your Filers(PTINS) & Form Types
4th - specify a Federal or State report & the corresponding threshold criteria
Lastly you can choose Summary, Detail or Both for your spreadsheet
Back
Next
Cancel
Help

29.8 Daily Totals Report by UserID

Daily Totals Report by UserID

The Daily Totals Report by UserID will display the total's for changes made via manual entry by UserID.

You will need to specify the date you want to check, and which filer's and/or specific forms you want to be included in the report.

This report is useful for verifying changes made to records by an individual user.

30 Scheduler Overview

Scheduler Utility (Corporate Suite Only)

The scheduler allows users to schedule unattended import and posting of records as well as reporting. This will allow you to set long imports etc to run during off hours thereby increasing productivity and decreasing load on your server during business hours.

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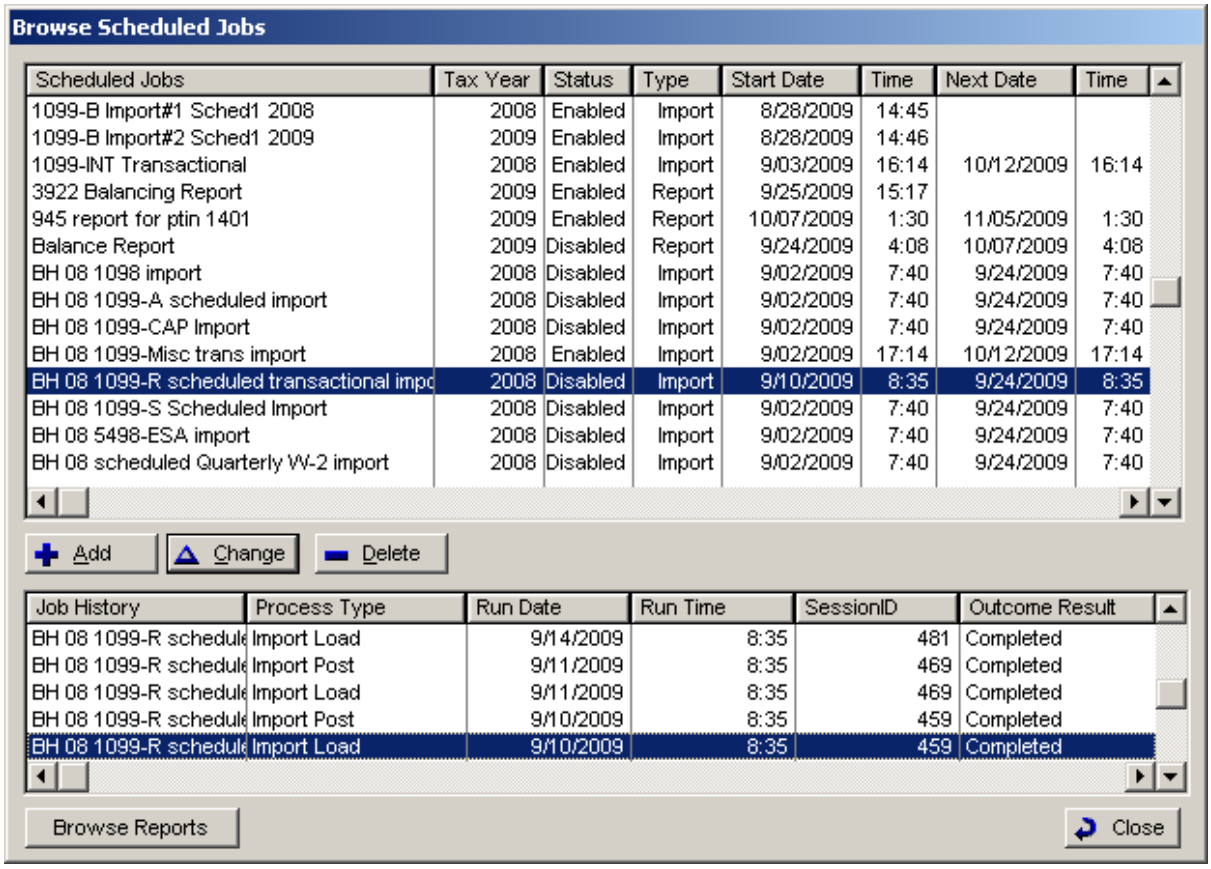
Browse Scheduled Jobs
Scheduled Jobs | Tax Year | Status | Type | Start Date | Time | Next Date | Time
1099-B Import#1 Sched1 2008 | 2008 | Enabled | Import | 8/28/2009 | 14:45
1099-B Import#2 Sched1 2009 | 2009 | Enabled | Import | 8/28/2009 | 14:46
1099-INT Transactional | 2008 | Enabled | Import | 9/03/2009 | 16:14 | 10/12/2009 | 16:14
3922 Balancing Report | 2009 | Enabled | Report | 9/25/2009 | 15:17
945 report for ptin 1401 | 2009 | Enabled | Report | 10/07/2009 | 1:30 | 11/05/2009 | 1:30
Balance Report | 2009 | Disabled | Report | 9/24/2009 | 4:08 | 10/07/2009 | 4:08
BH 08 1098 import | 2008 | Disabled | Import | 9/02/2009 | 7:40 | 9/24/2009 | 7:40
BH 08 1099-A scheduled import | 2008 | Disabled | Import | 9/02/2009 | 7:40 | 9/24/2009 | 7:40
BH 08 1099-CAP Import | 2008 | Disabled | Import | 9/02/2009 | 7:40 | 9/24/2009 | 7:40
BH 08 1099-Misc trans import | 2008 | Enabled | Import | 9/02/2009 | 17:14 | 10/12/2009 | 17:14
BH 08 1099-R scheduled transactional impo | 2008 | Disabled | Import | 9/10/2009 | 8:35 | 9/24/2009 | 8:35
BH 08 1099-S Scheduled Import | 2008 | Disabled | Import | 9/02/2009 | 7:40 | 9/24/2009 | 7:40
BH 08 5498-ESA import | 2008 | Disabled | Import | 9/02/2009 | 7:40 | 9/24/2009 | 7:40
BH 08 scheduled Quarterly W-2 import | 2008 | Disabled | Import | 9/02/2009 | 7:40 | 9/24/2009 | 7:40
Add
Change
Delete
Job History | Process Type | Run Date | Run Time | SessionID | Outcome Result
BH 08 1099-R schedule | Import Load | 9/14/2009 | 8:35 | 481 | Completed
BH 08 1099-R schedule | Import Post | 9/11/2009 | 8:35 | 469 | Completed
BH 08 1099-R schedule | Import Load | 9/11/2009 | 8:35 | 469 | Completed
BH 08 1099-R schedule | Import Post | 9/10/2009 | 8:35 | 459 | Completed
BH 08 1099-R schedule | Import Load | 9/10/2009 | 8:35 | 459 | Completed
Browse Reports
Close

Please review the help sections **Administrative Configuration** to set up the Scheduler prior to use and **Using the Scheduler** for detail on creating and editing jobs.

30.1 Administrative Configuration

Scheduler Administrative Configuration

This section will walk you through configuring the scheduler's notification settings for the end users.

To access these options click "**File**", select "**Security and Administration**" then choose the "**User Fields and Email**" option in the bottom left hand corner.

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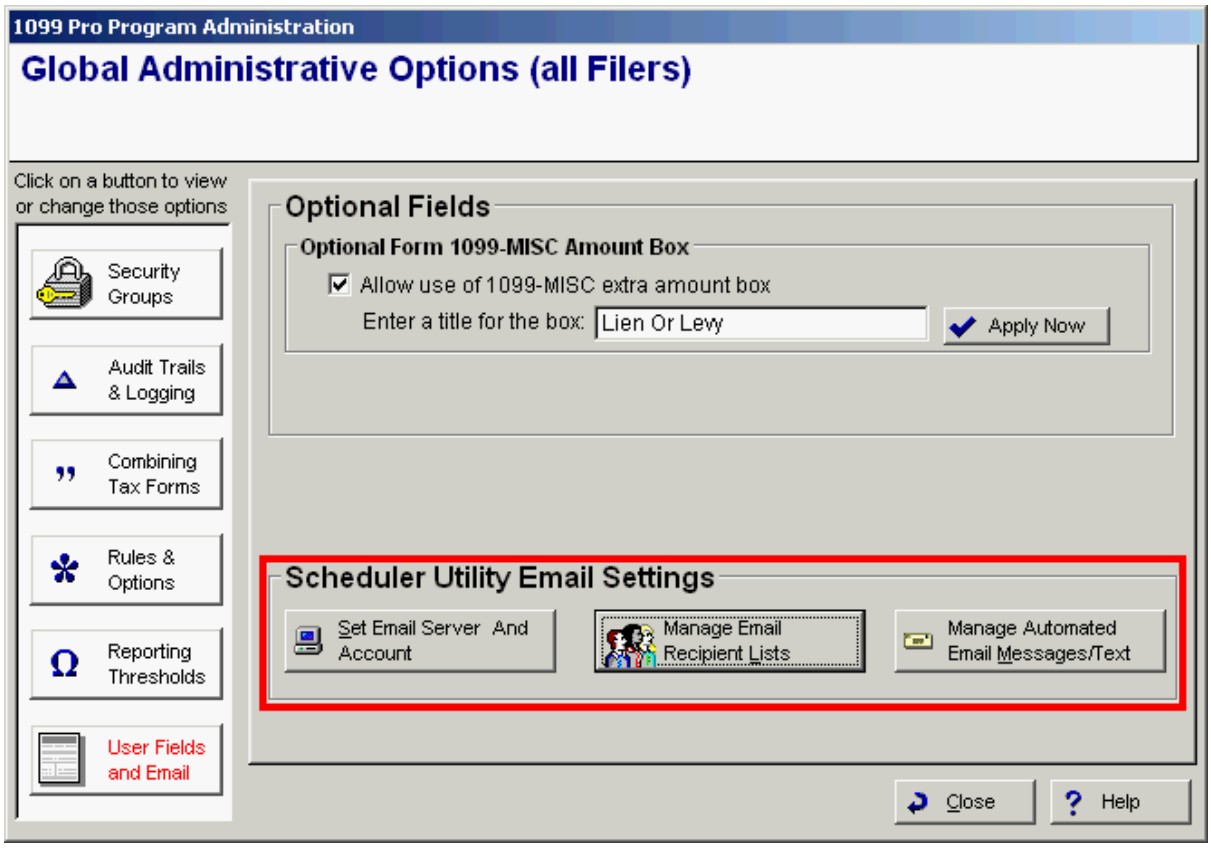

Once you are in the User Fields and Email screens you can configure the following areas:

[****]

Set Email Server And Account **Set Email Server And Account**

Manage Email Recipient Lists **Manage Email Recipient Lists**

Manage Automated Email Messages/Text **Manage Automated Email Messages/Text**

[****]

30.1.1 Set Email Server And Account

Setting Up the Scheduler Email Server and Account

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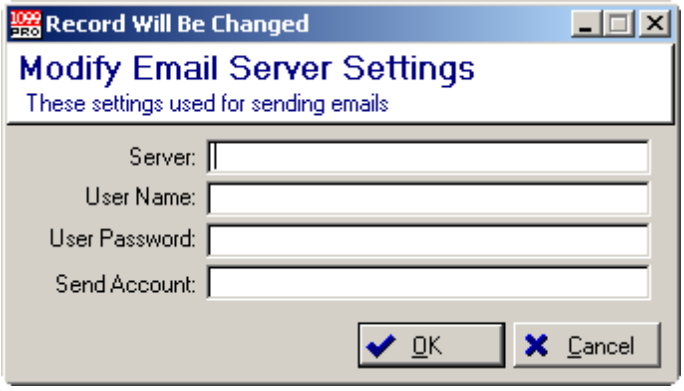


In order to have the scheduler e-mail notifications to you must configure these settings. If your e-mail server is set up for anonymous relay then all options with the exception of "Server" are optional.

Server: Specify the location of your server using the domain name or IP address.

User Name: Supply the user name set up for the scheduler on your e-mail server.

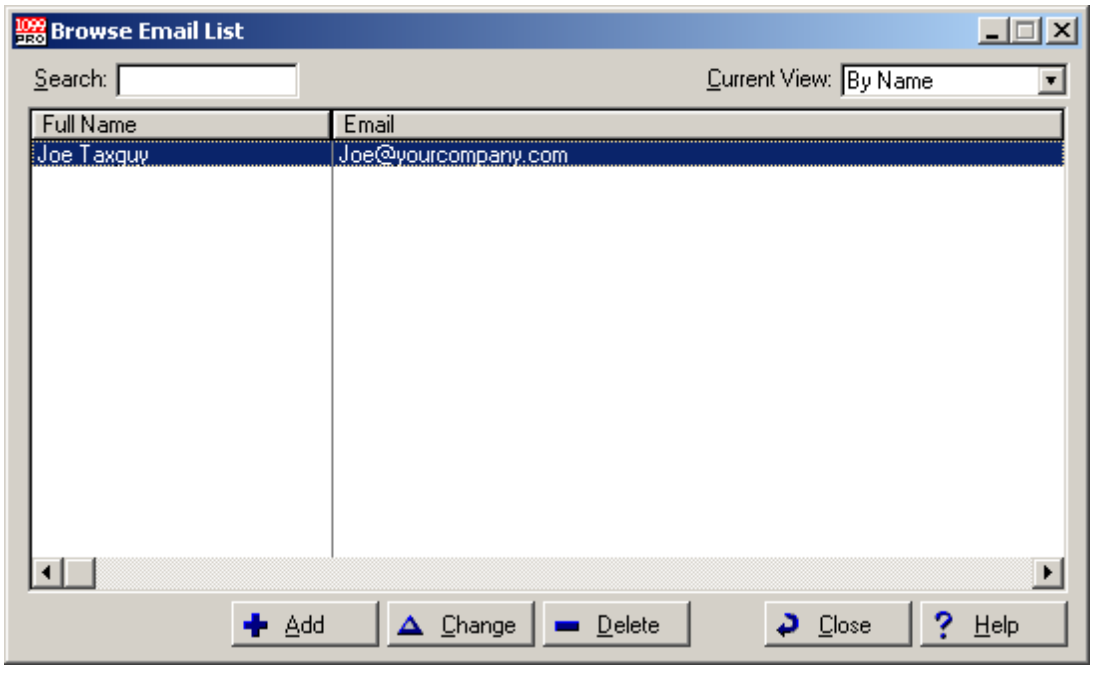
User Password: Supply the password for the account set up for the scheduler on your e-mail server.

Send Account: Specify the e-mail address you would like the e-mail to appear as coming from.
Note: If this address is not configured on your e-mail server any replies will be returned to the person replying.

30.1.2 Manage Email Recipient Lists

Managing Email Recipients

This screen displays the the e-mail addresses you can select for notification when a scheduled job is complete. Here you may add, change, or delete recipients available for notification.



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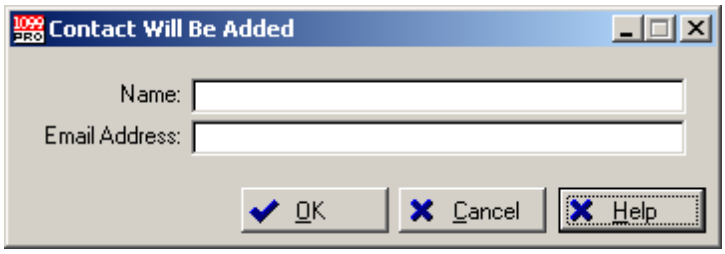
Please see the section titled Add or Update Scheduler Email Recipients for more information on adding or changing an e-mail address.

30.1.2.1 Add or Update Scheduler Email Recipients

Adding or Updating an Email Recipient

After clicking "**Add** or "**Change**" on the Manage Email Recipient Lists you can enter or update a user's Email Address and Display Name.

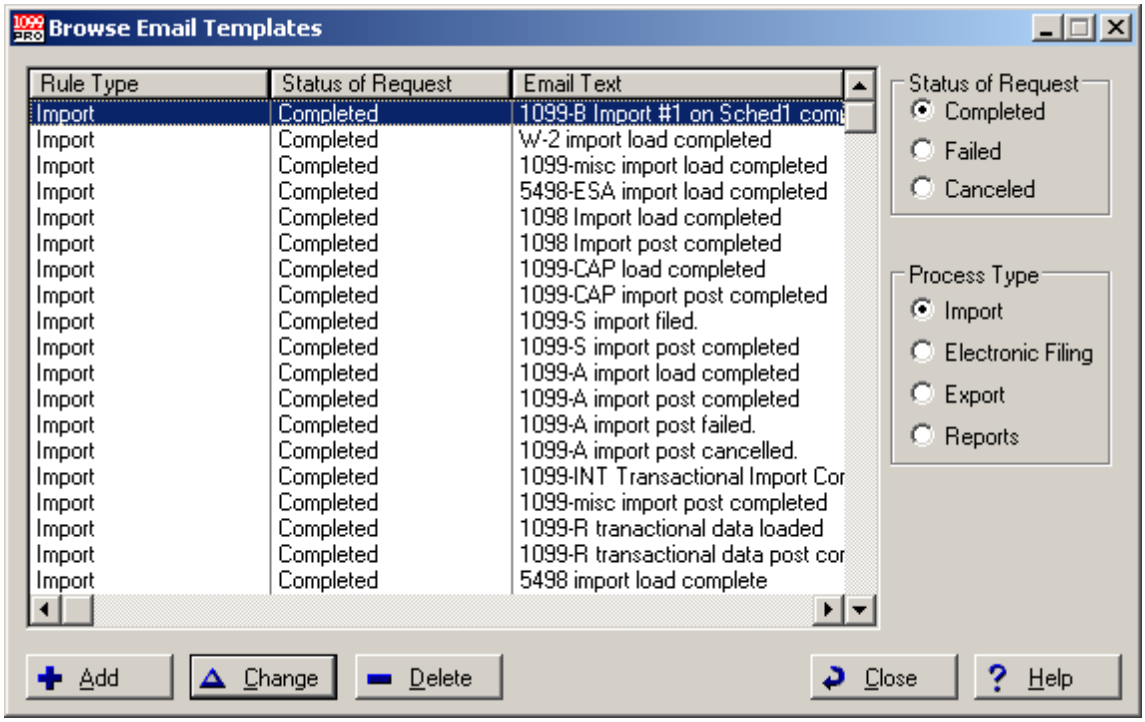


30.1.3 Manage Automated Email Messages/Text

Managing Automated Email Messages and Text

This option allows you to create, change and delete Email templates for scheduled jobs.

By choosing options under "**Status of Request**" and "**Process Type**" you can select which type of Email template you wish to display. In addition to adding templates from this screen you can also do this during job creation.



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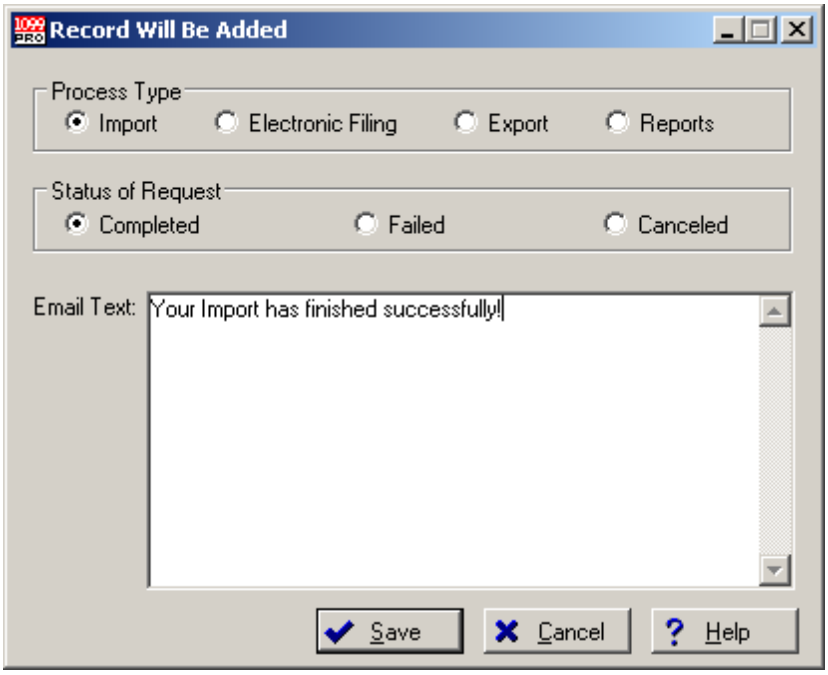
Please see the section Add or Update Email Templates for further detail on adding or changing an Email template.

30.1.3.1 Add or Update Email Templates

Add or Update Email Templates

After clicking "**Add** or "**Change**" on the Manage Automated Email Messages/Text screen you can select the criteria for the Email as well as enter a custom text to be sent to the Email Recipient Upon job Completion, Failure, or Cancellation. You will need to create templates for every criteria you wish to notify a recipient of.



30.1.3.2 Additional E-mail Contact Options for Import Jobs

Additional E-mail Contact Options

In addition to the notification e-mail set up during scheduled import jobs you can have notification sent to users based off file name. In order to utilize this feature the import file you select must contain an e-mail address(es) in the following formats.

- [email@1099pro.com]
- [email1@1099pro.com; email2@1099pro.com; email3@1099pro.com] etc etc.
- 'email@1099pro.com'
- 'email1@1099pro.com; email2@1099pro.com; email3@1099pro.com' etc etc.

Example file names:
- "1099-Misc Import 2011 [email@1099pro.com].tab"
- "1099-Misc Import 2011 'email@1099pro.com'.tab"

When using this option users will automatically be notified of the status of their import job regardless of notification options set up when creating the job. These status e-mails will contain the import file name

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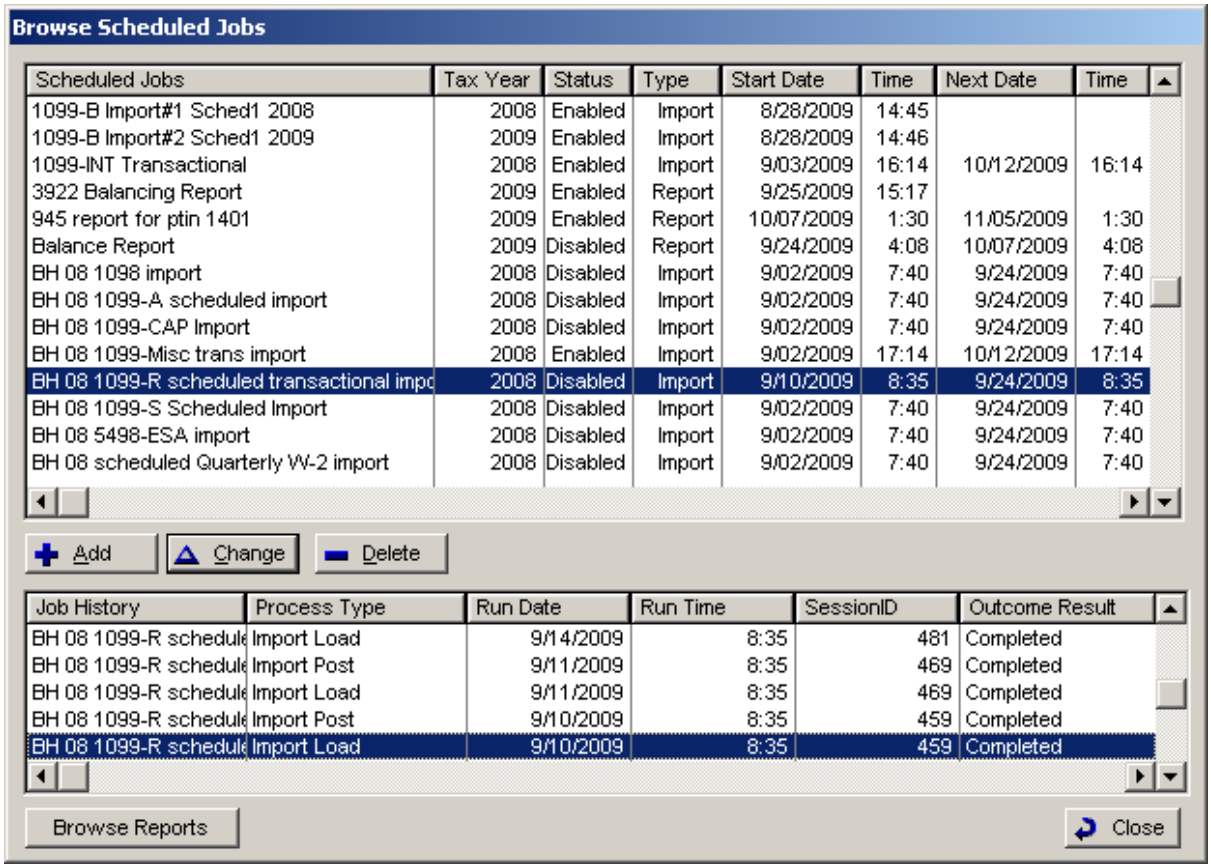
and Import Session information.

30.2 Using the Scheduler (Browse Jobs)

Scheduling Jobs (Browse Jobs)

To access the Scheduler click "**Utilities**" then "**Scheduler**" from the menu bar. **You must have administrative rights within 1099 Pro to access the scheduler.**

This opens the "Browse Scheduled Jobs" screen. Here you will be able to Add, Change, or Delete jobs as well as view any reports associated with these jobs.


Browse Scheduled Jobs
Scheduled Jobs | Tax Year | Status | Type | Start Date | Time | Next Date | Time
1099-B Import#1 Sched1 2008 | 2008 | Enabled | Import | 8/28/2009 | 14:45
1099-B Import#2 Sched1 2009 | 2009 | Enabled | Import | 8/28/2009 | 14:46
1099-INT Transactional | 2008 | Enabled | Import | 9/03/2009 | 16:14 | 10/12/2009 | 16:14
3922 Balancing Report | 2009 | Enabled | Report | 9/25/2009 | 15:17
945 report for ptin 1401 | 2009 | Enabled | Report | 10/07/2009 | 1:30 | 11/05/2009 | 1:30
Balance Report | 2009 | Disabled | Report | 9/24/2009 | 4:08 | 10/07/2009 | 4:08
BH 08 1098 import | 2008 | Disabled | Import | 9/02/2009 | 7:40 | 9/24/2009 | 7:40
BH 08 1099-A scheduled import | 2008 | Disabled | Import | 9/02/2009 | 7:40 | 9/24/2009 | 7:40
BH 08 1099-CAP Import | 2008 | Disabled | Import | 9/02/2009 | 7:40 | 9/24/2009 | 7:40
BH 08 1099-Misc trans import | 2008 | Enabled | Import | 9/02/2009 | 17:14 | 10/12/2009 | 17:14
BH 08 1099-R scheduled transactional impo | 2008 | Disabled | Import | 9/10/2009 | 8:35 | 9/24/2009 | 8:35
BH 08 1099-S Scheduled Import | 2008 | Disabled | Import | 9/02/2009 | 7:40 | 9/24/2009 | 7:40
BH 08 5498-ESA import | 2008 | Disabled | Import | 9/02/2009 | 7:40 | 9/24/2009 | 7:40
BH 08 scheduled Quarterly W-2 import | 2008 | Disabled | Import | 9/02/2009 | 7:40 | 9/24/2009 | 7:40
Add
Change
Delete
Job History | Process Type | Run Date | Run Time | SessionID | Outcome Result
BH 08 1099-R schedule | Import Load | 9/14/2009 | 8:35 | 481 | Completed
BH 08 1099-R schedule | Import Post | 9/11/2009 | 8:35 | 469 | Completed
BH 08 1099-R schedule | Import Load | 9/11/2009 | 8:35 | 469 | Completed
BH 08 1099-R schedule | Import Post | 9/10/2009 | 8:35 | 459 | Completed
BH 08 1099-R schedule | Import Load | 9/10/2009 | 8:35 | 459 | Completed
Browse Reports
Close

30.2.1 Adding or Changing a Job

Adding or Changing a Job

By clicking "**Add**" or "**Change**" from the **Browse Jobs** screen you will enter into a wizard that will guide you through the process of creating or editing a job within the scheduler.

For more detail on the job types select an option below.

- **Import into Database**
- **Reports**

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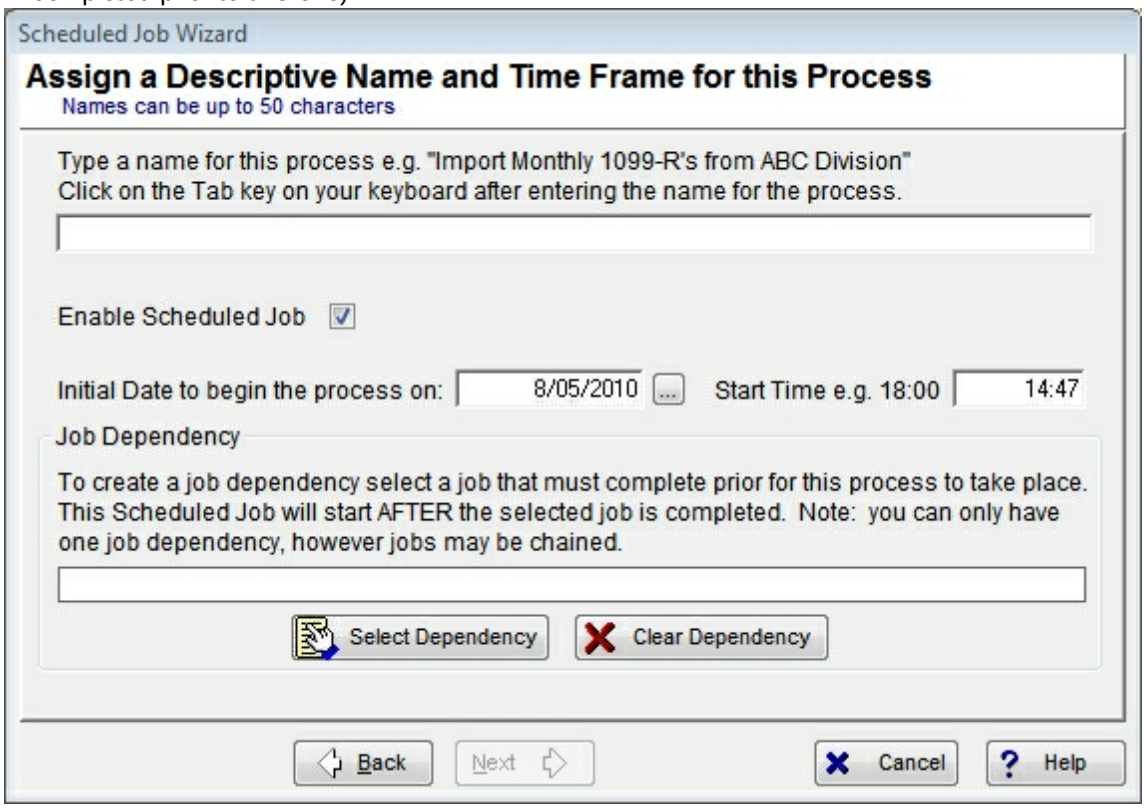
30.2.1.1 Import Job

Adding an Import Job

1. Choose "**Import into Database**".

Select One Type of Process to Schedule
Import into Database
Export out of Database
Electronic File Creation for Filing
Reports

2. Enter the name of Job, Initial Start date and Time as well as any dependencies (jobs that must be completed prior to this one).


Scheduled Job Wizard
Assign a Descriptive Name and Time Frame for this Process
Names can be up to 50 characters
Type a name for this process e.g. "Import Monthly 1099-R's from ABC Division"
Click on the Tab key on your keyboard after entering the name for the process.
Enable Scheduled Job
Initial Date to begin the process on: 8/05/2010
Start Time e.g. 18:00 14:47
Job Dependency
To create a job dependency select a job that must complete prior for this process to take place. This Scheduled Job will start AFTER the selected job is completed. Note: you can only have one job dependency, however jobs may be chained.
Select Dependency
Clear Dependency
Back
Next
Cancel
Help

3. Select Job Frequency. Here you will be able to select how often the jobs are run. Please see Job Frequency Detail for more in-depth information.

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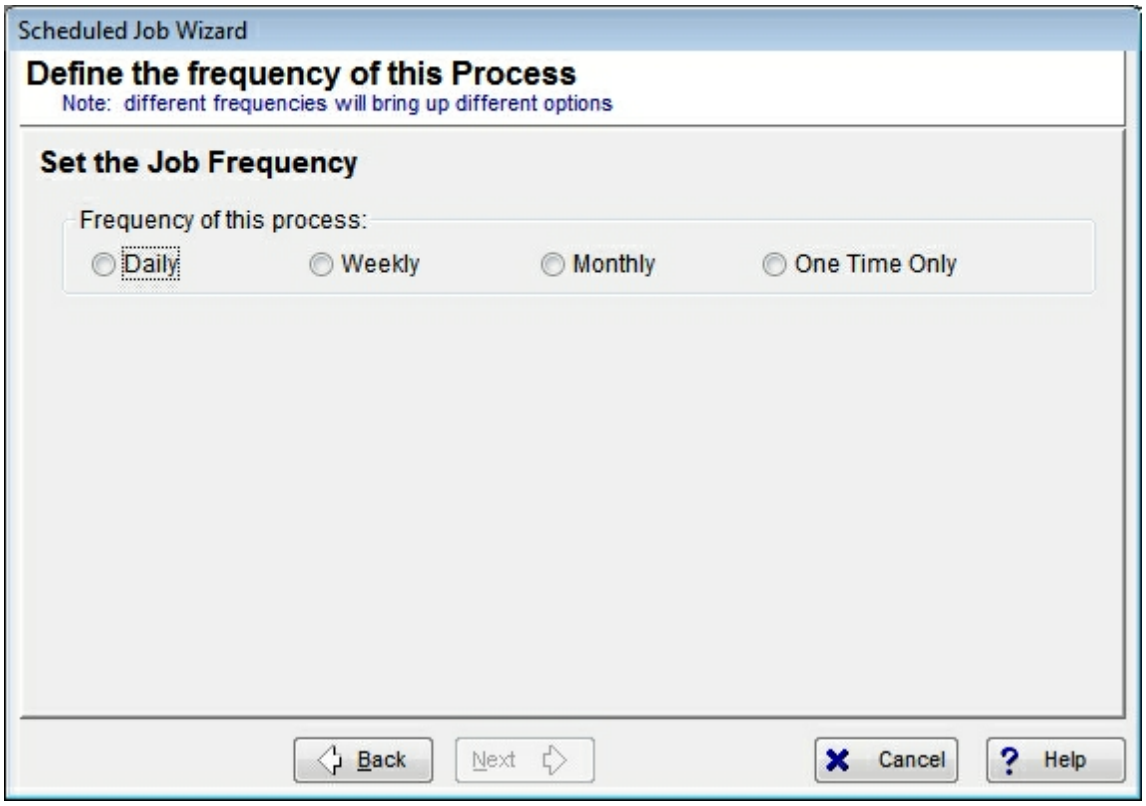

4. Import Load and Post Parameters: Here you will define Import Load Parameters and Post Parameters this will allow you define the criteria for loading and posting a record. Please see the Import section if you need assistance creating an import map.

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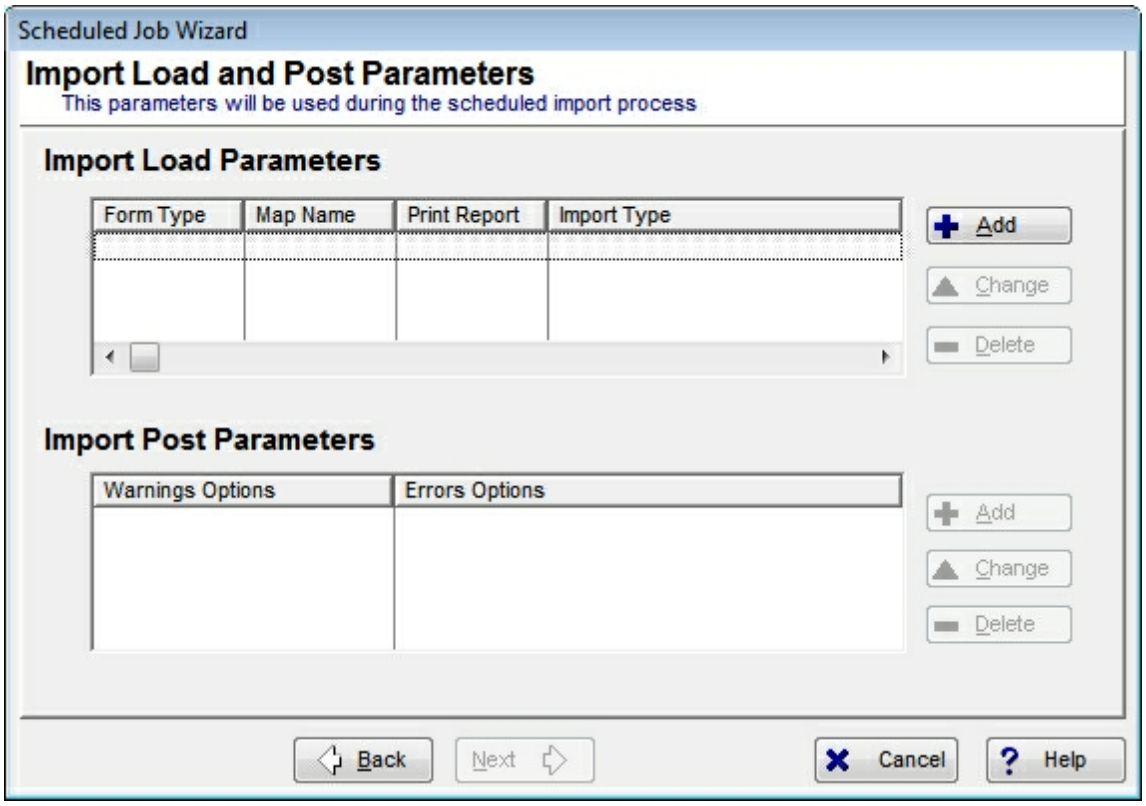

5. After defining your Load and Post Parameters your job is now ready to run!

30.2.1.2 Report Job

Adding a Report Job

1. Choose "**Reports**".

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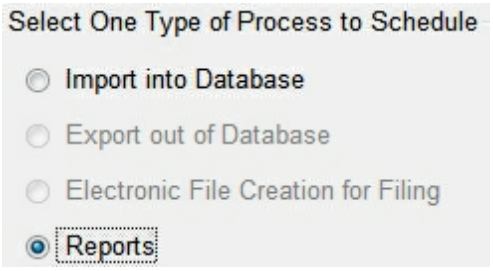
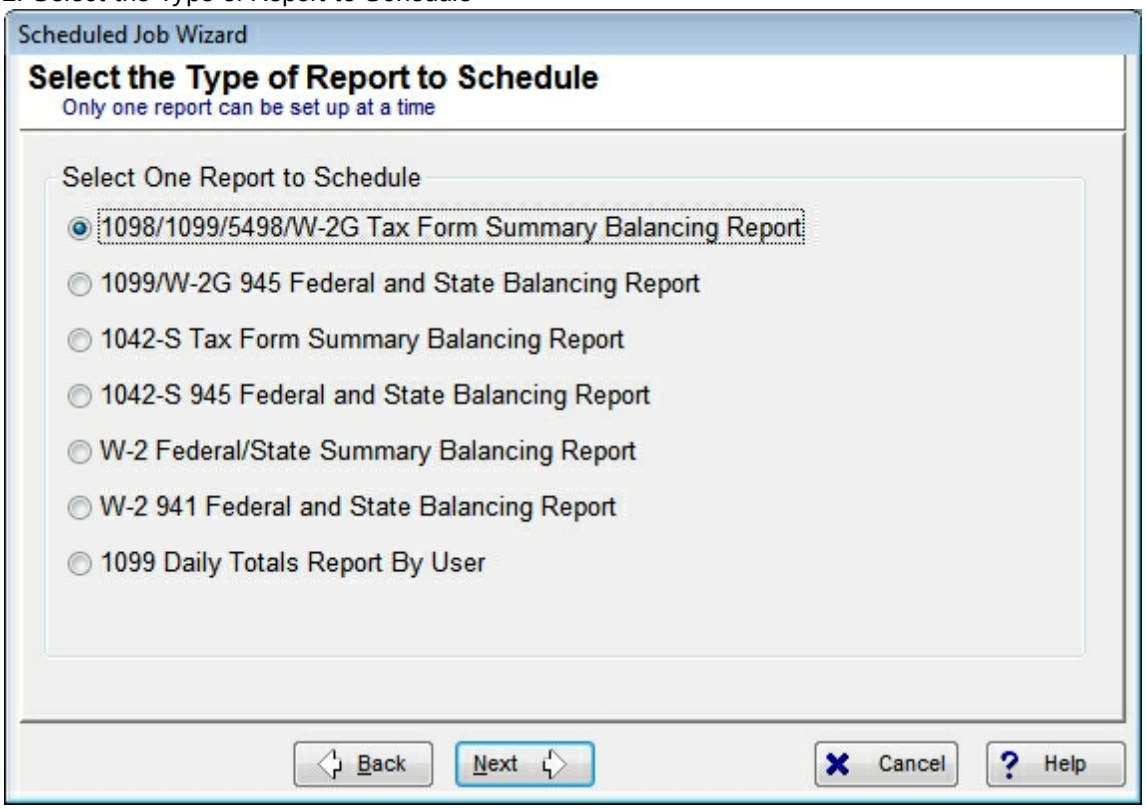

Select One Type of Process to Schedule
Import into Database
Export out of Database
Electronic File Creation for Filing
Reports

2. Select the Type of Report to Schedule


Scheduled Job Wizard
Select the Type of Report to Schedule
Only one report can be set up at a time
Select One Report to Schedule
1098/1099/5498/W-2G Tax Form Summary Balancing Report
1099/W-2G 945 Federal and State Balancing Report
1042-S Tax Form Summary Balancing Report
1042-S 945 Federal and State Balancing Report
W-2 Federal/State Summary Balancing Report
W-2 941 Federal and State Balancing Report
1099 Daily Totals Report By User
Back
Next
Cancel
Help

3. Enter the name of Job, Initial Start date and Time as well as any dependencies (jobs that must be completed prior to this one).

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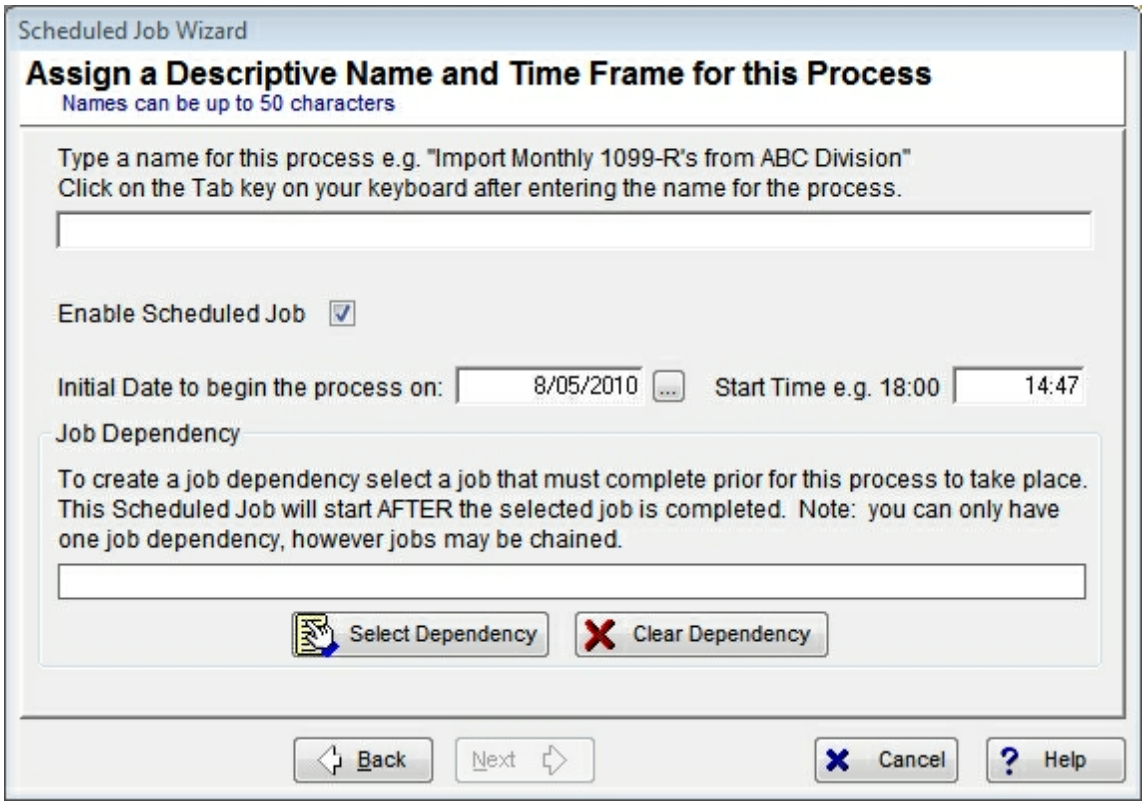
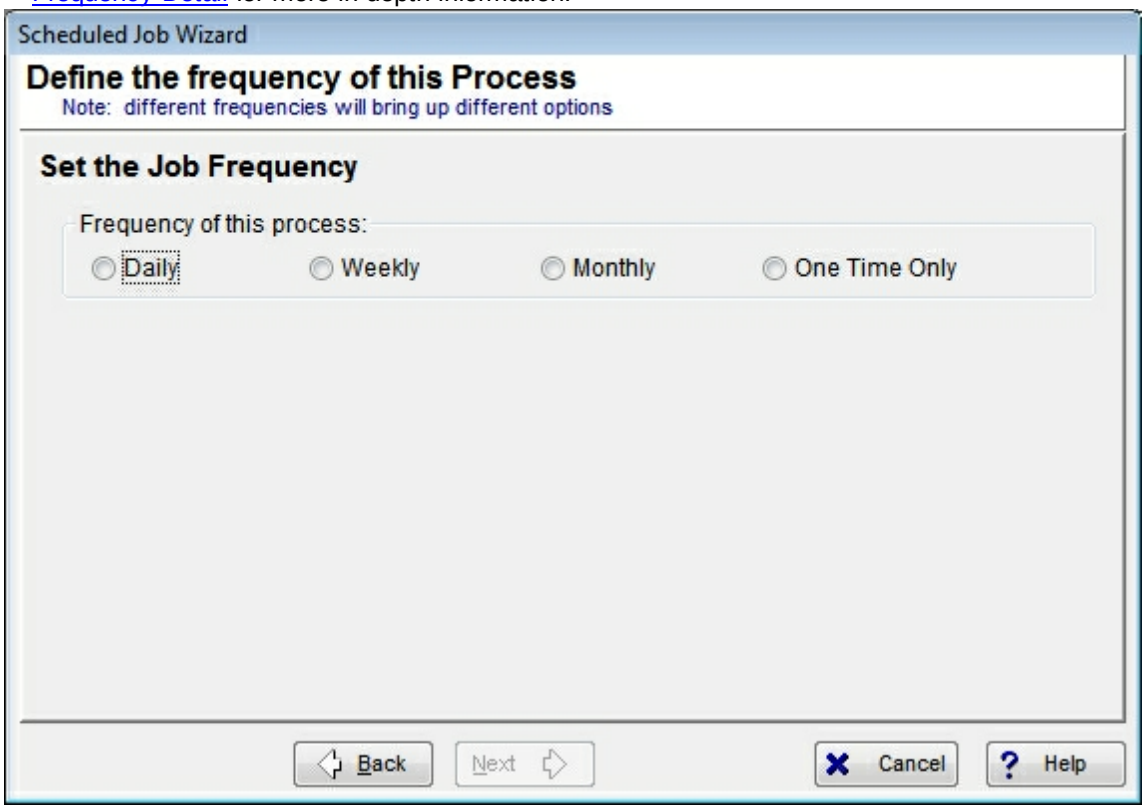

Scheduled Job Wizard
Assign a Descriptive Name and Time Frame for this Process
Names can be up to 50 characters
Type a name for this process e.g. "Import Monthly 1099-R's from ABC Division"
Click on the Tab key on your keyboard after entering the name for the process.
Enable Scheduled Job
Initial Date to begin the process on: 8/05/2010
Start Time e.g. 18:00 14:47
Job Dependency
To create a job dependency select a job that must complete prior for this process to take place. This Scheduled Job will start AFTER the selected job is completed. Note: you can only have one job dependency, however jobs may be chained.
Select Dependency
Clear Dependency
Back
Next
Cancel
Help

4. Select Job Frequency. Here you will be able to select how often the jobs are run. Please see Job Frequency Detail for more in-depth information.



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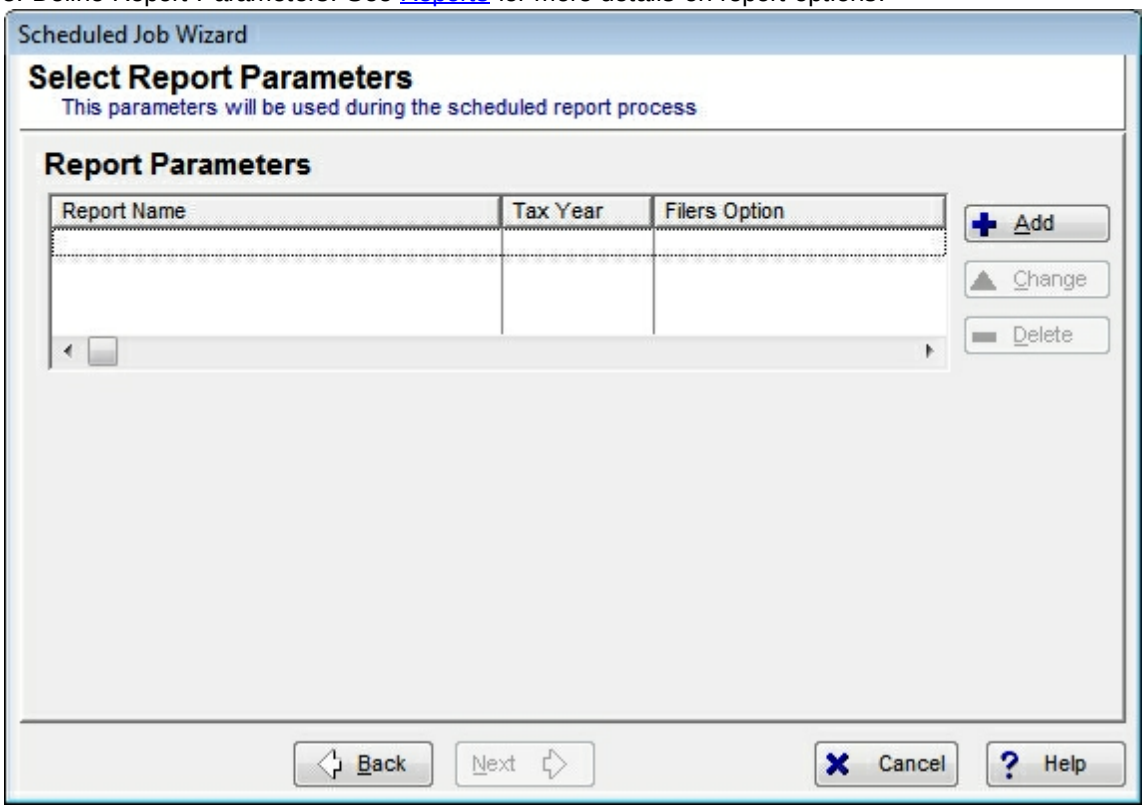
5. Define Report Parameters. See Reports for more details on report options.



6. After defining Report Parameters your job is now ready to run!

30.2.1.2.1 W2 Balance Report Wizard

Adding or changing a W2 Balancing Report

The W2 Balance Report wizard has options specific for form W2 to guide you through the process of generating a state Balance Report for form W2.

30.2.1.3 Job Frequency Detail

Job Frequency Detail

This section will go into detail on the job frequency options available.

Daily- Set start date and time the job will be run then select recurrence options.

- **Every day -** Allows job to be run every day. By selecting this option you may also select options to have the job repeat at specified intervals throughout the day.
- **WeekDays -** Runs Monday-Friday

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- **Every "X" days -** Allows you to set a custom day interval for the job to run.

Weekly- Select how many weeks between each job.
- **Select the day(s) of the week to run this process on:** Choose which days this job should run on.

Monthly- Select the start Day or Select via the Day of Week
- **Select the months to run this process**- Tag the months this process will be run in.

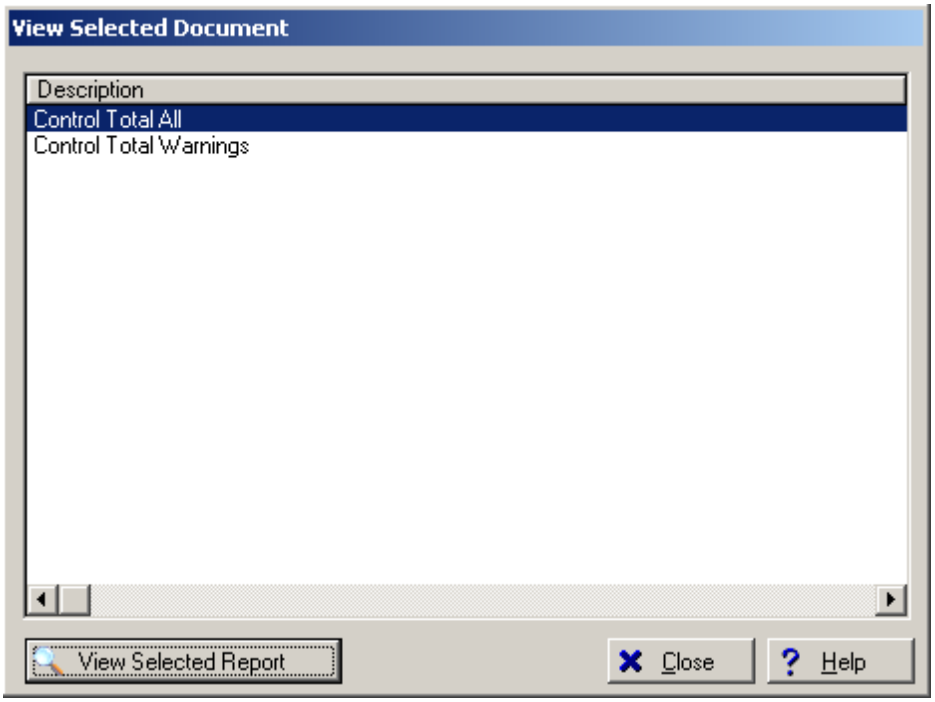
One Time Only- This job runs on the time and date specified one time only. If you specify a date in the past the job is run immediately.

Return to Adding or Changing a Job

30.2.2 Browsing Reports

Browsing Reports

By highlighting a job from and clicking the "**Browse Reports**" button on the "Browse Jobs" screen you will be able to review documentation related to the highlighted job by clicking "**View Selected Report**".



31 Service Bureau Overview

Service Bureau Overview
(SAS 70 Type II)

Why should I use the Service Bureau?

The 1099 Pro Service Bureau is proud to offer a wide variety of services to registered users of 1099 Pro, all performed in our secure SAS 70 Type II environment.

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We provide Printing & Mailing, Electronic Delivery, Web Presentment, Bulk TIN Matching, and IRS Filing services to thousands of our users.

Our customers utilize the Service Bureau to save money, minimize administrative headaches, safeguard their sensitive data, and benefit from our extensive experience.

Whether you have a large or small job, consider the cost savings and the value of a "job done right" during your busiest months of the year.

We've made the process simple:

1. Purchase the appropriate 1099 Pro software package for the type of form you wish to file.
2. Call or E-Mail our Service Bureau to schedule an appointment date. We must have your data by the agreed upon appointment date to ensure that it is posted online, mailed or filed by the IRS deadline.
3. Manually enter or import your data into your 1099 Pro software.
4. Create an upload file within your 1099 Pro software.
5. E-Mail or FTP your encrypted upload file to us on or before your appointment date.

Customers are encouraged to schedule their upload appointments now! **Rates and availability are not guaranteed until your appointment is booked.**

Worried about filing late or incorrectly? Keep in mind NO customer has EVER incurred an IRS penalty due to an error on the part of 1099 Pro for information filed late or in an incorrect format to the IRS/SSA!

Contact the SAS 70 Type II Service Bureau

Contact the 1099 Pro Service Bureau team, to book your printing, mailing and/or electronic filing appointment and for all Service Bureau related inquiries.

- **Phone:** (866) 444-3559 (toll-free) or (818) 876-0200
- **E-Mail:** sb@1099pro.com

- **Internet:** http://www.1099pro.com

☑ Instant price estimates are available online at http://www.1099pro.com/servPricing.asp

Click here to learn more about the **Service Bureau Upload Process**

31.1 Service Bureau Packages

1099 Pro Service Bureau Packages

(SAS 70 Type II)

These services are only available to 1099 Pro® registered users.
The following standard options below are available – Contact the 1099 Pro SAS 70 Type II Service Bureau – 866-444-3559, direct 818-876-0200, or via email sb@1099pro.com

- **Print and Mail Only:** The 1099 Pro Service Bureau (SAS 70 Type II certified) will print and mail recipient copies by the IRS due date. (Our pricing includes first-class US postage).
- **Electronic Filing Only:** The 1099 Pro Service Bureau will file your data electronically with the IRS on your behalf.
- **The Complete Package:** The 1099 Pro Service Bureau will print and mail recipient copies and

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file your data electronically with the IRS. (Our pricing includes first-class US postage).

- **Service Bureau Support for the IRS Bulk TIN Matching Program:** The SAS 70 Type II Service Bureau as an authorized agent can submit TIN/Name combinations to the IRS on behalf of our users and results are available to our customers within 24 hours! We encourage our customers to use this service to correct serious errors like invalid TIN numbers that would likely result in a 972CG, CP2100 or CP2100A notice from the IRS and possible penalties of $50.00 per mismatch. Call to schedule a Bulk TIN appointment today – 866-444-3559.
- **TRA97 Compliance (Educational Institutions) 1098-T form:** This option is unique to form 1098-T and designed for colleges/universities. The SAS 70 Type II 1099 Pro Service Bureau prepares and mails the form 1098-T tuition statements and also files the forms electronically with the IRS. Call for a quote 866-444-3559.

The following services are available to 1099 Pro users for an hourly fee or flat rate. Contact the Service Bureau for more information toll free 866-444-3559 or email sb@1099pro.com.

- **Custom WMF Files:** Our team will design a detailed custom layout for your specific printing needs including logo and/or statement design.
- **Custom Programming**
- **Custom Reports**
- **File Translation/Data Manipulation**
- **Data Entry**
- **Remote Hosting via the Internet**
- **Full Service Provider**
- **Corporate Suite Installation and Support**
- **Filing to the States:** Filing via the CFSF program is included free of charge in our Service Bureau Package listed above. If additional state filing is required our Compliance Team can assist you.
- **Corrections:** Upload your corrections to the 1099 Pro Service Bureau via a secure FTP site, to eliminate the tedious 1096 process. Electronic filing of corrections via the Service Bureau is a $45 flat fee.

31.2 Service Bureau Overview & Upload Process

Service Bureau Overview
(SAS 70 Type II)

Why should I use the Service Bureau?

The 1099 Pro Service Bureau is proud to offer a wide variety of services to registered users of 1099 Pro, all performed in our secure SAS 70 Type II environment.

We provide Printing & Mailing, Electronic Delivery, Web Presentment, Bulk TIN Matching, and IRS Filing services to thousands of our users.

Our customers utilize the Service Bureau to save money, minimize administrative headaches, safeguard their sensitive data, and benefit from our extensive experience.

Whether you have a large or small job, consider the cost savings and the value of a “job done right” during your busiest months of the year.

We've made the process simple:

1. Purchase the appropriate 1099 Pro software package for the type of form you wish to file.
2. Call or E-Mail our Service Bureau to schedule an appointment date. We must have your data by the

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agreed upon appointment date to ensure that it is posted online, mailed or filed by the IRS deadline.
3. Manually enter or import your data into your 1099 Pro software.
4. Create an upload file within your 1099 Pro software.
5. E-Mail or FTP your encrypted upload file to us on or before your appointment date.

Customers are encouraged to schedule their upload appointments now! **Rates and availability are not guaranteed until your appointment is booked.**

Worried about filing late or incorrectly? Keep in mind NO customer has EVER incurred an IRS penalty due to an error on the part of 1099 Pro for information filed late or in an incorrect format to the IRS/SSA!

Contact the SAS 70 Type II Service Bureau

Contact the 1099 Pro Service Bureau team, to book your printing, mailing and/or electronic filing appointment and for all Service Bureau related inquiries.

- **Phone:** (866) 444-3559 (toll-free) or (818) 876-0200
- **E-Mail:** sb@1099pro.com

- **Internet:** http://www.1099pro.com

☑ Instant price estimates are available online at http://www.1099pro.com/servPricing.asp

Click here to learn more about the **Service Bureau Upload Process**

31.2.1 Step 1 - Creating an Upload File for Print/Mail or E-File

Step 1 - Creating an Upload File
(SAS 70 Type II Service Bureau)

If you prefer, you may view a tutorial on this process by clicking **here**
and selecting Service Bureau Uploads for your Product.

Create an Upload File

Only records with a printed or pending print status are available for inclusion in an upload file. Refer to the Form Counts Report for an overview of all forms and their respective statuses.

In order for the Service Bureau to submit your upload file to the Combined Federal/State Filing Program, each filer must have the Combined Federal/State Filer checkbox marked PRIOR to creating your upload file. To review Filer information see the Browse Filer screen.

Service Bureau Transfer Wizard

To create an upload file

1. On the task panel select the Service Bureau section then click the "**Printing & Mailing**" or "**IRS Upload via SB**" icon to elect to have the Service Bureau print and mail or e-file.

2. At the Printing, Mailing, Filing and Bulk TIN Matching...screen click either the "**Printing and Mailing Upload**" or "**Filing with the IRS upload**" depending on what action you want done.

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3. At the Upload Wizard click "**Next**" to proceed. Use the "**Back**" button at any time to go back a step.

4. You are then prompted with the "Do you have the latest version of 1099Pro screen?" We highly recommend you check for updates to this program before starting any printing or filing process. That will ensure that you have the most recent version of the software and the process will go as smoothly as possible.

   See Web Updates for more information

Choose a method for selecting eligible records.

- **ALL Forms for ALL Filers:** This option automatically selects every eligible form for every filer. If a particular form type has no eligible forms, that form type will be skipped.

- **Selected Form Types for ALL Filers:** This option prompts you to select (tag) the form types to include in this upload file. All filers will be processed.

- **Selected Form Types for Selected Filers:** This option prompts you to select (tag) the filer and the form types to include in this upload file.

Check for Upload Data Problems.

- Click the **"Scan Selected Forms for Common Formatting and Validation Problems."** This will scan your files to see if any of the selected forms contain any warnings or errors that could cause those forms to be rejected.

Select the destination folder:

- The default location is C:\1099 Pro\Pro99T11**\Uploads**. It is preferable to create your upload file on a hard drive rather than floppy diskettes to avoid the possibility of disk error. It is also faster.

For Filing with the IRS Select the overall Upload file type:

- **Original (first) upload to the Service Bureau.**
  Choose this option if this is the first time you have uploaded your files for the selected task. This is the standard option.

- **Replacement upload**
  This option should only be used if you have been in contact with the Service Bureau and they have instructed you to upload a set of tax forms again. Normally, this only happens if your data has problems and the original task could not be performed. Click "**Next**" to Select the Printer for Filing your Upload Instructions.

Once the upload file has been generated, the wizard will print all of the necessary paperwork needed for the next step. These will include the following:

- **A Summary report and Instructions sheet**

- **A one page control totals report for EACH filer and tax form type you select.**

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Click ***"Finish"*** to begin generating the upload file. A running detail is displayed as forms are scanned by the system.

See Step 2 Approving Control Totals.

31.2.2 Step 2 - Approve Control Totals

Step 2 - Approve Control Totals
(SAS 70 Type II Service Bureau)

Approve Control Totals:

Note: After successfully generating your file, 1099 Pro® displays the 1099 Pro Service Bureau Upload Summary and Instructions will print. Review this document - it contains important information including the name and location of your upload file and details on uploading your file to the Service Bureau. If the steps 1-3 are all correct, you need to check EVERY ONE of the following Control Totals Reports to confirm that the number of records and the control totals (dollar amounts) for each of the boxes are correct.
The total number of Control Totals Reports for you to examine and certify will be listed summarized here.

What to do if the Summary or Control Totals are not correct...

1. Highlight the session upload at the "Begin a new Service Bureau Upload Session Screen."
2. Click on the "**Reset (VOID) Upload**" button to void the upload. All of the forms associated with any of the logs that were part of the Upload Session will be reset back to their original, pre-upload status.
3. Correct all problems you discovered while examining your Control Total Reports, then return to the Service Bureau Upload Session Screen and create a new Upload file.

What to do next after you have examined the Summary and Control Totals Reports...

1. Return to the 1099 Pro Service Bureau Upload Center screen where the Service Bureau Upload Sessions are listed.
2. On the list, select any "Pending" log item that is part of this upload.
3. Are these Processing Instructions correct?
4. Are all of the Filers and Form Types that you want to upload to 1099Pro during this session listed above?
5. For the eligible form types in the above summary, is the CFSFP marked correctly for each filer. (CFSFP is the Combined Federal/State Filing Program. Note: See the CFSFP help topic for more information

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YOU'RE NOT DONE YET! - READY TO UPLOAD TO THE SERVICE BUREAU?

At the Printing, Mailing and/or Filing... screen, you can view a summary of Service Bureau Upload Sessions including:

- **The Filer TIN**
- **Form Type**
- **Form Count**
- **The Status**
- **Session Date**
- **Session Time**
- **The Upload Filename**

See Step 3 "File Upload Transfer" to the Service Bureau.

31.2.3 Step 3 - File Upload Transfer & Completion

Step 3 - File Upload Transfer & Completion

(SAS 70 Type II Service Bureau)

Welcome to the Upload File transfer Wizard (Pre-Upload Checklist)

To Upload

1. Highlight the session you wish to upload at the "**At the Printing, Mailing, Filing and Bulk TIN Matching screen...**"
2. At the bottom of the screen, click the **"Complete Pending Upload"** button to proceed and choose the best option for upload. At this point you now have the opportunity to examine the File Generation Summary Report and verify that all of the desired Filers and Forms are included. Also check to see if you have examined each of the control total reports, and sign them to certify that the information is complete and accurate to the best of your knowledge.

Ready to upload your file via Built-in FTP using the Internet?
This is the preferred method of uploading to the 1099Pro Service Bureau. The wizard will automatically upload the file for you, using the standard FTP (File Transfer Protocol) ****An Internet connection is required for this option**** (i.e. Dial-up, DSL, Cable Modem...etc.)

Select **Built in FTP** to upload your file via File Transfer Protocol to the Internet. Click "**Next**". In the next screen, please confirm your settings in the summary window before starting the Upload Process.

- **Upload Type** - Upload for filing with the IRS

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- **Upload Method** - FTP (Built in)
- **Total Filer/Form Combinations**
- **Total Tax Forms** -
- **File Name** - (Example: S9999999-ABC123.zip**)**
- **Type**
- **File Location** - (i.e. C:\1099 Pro\Pro99T11\Uploads)
- **Contact Information** - Contact First and Last Name, E-mail Address, and Phone Number.

*Press ***"Upload Now"*** to submit your upload file to the Service Bureau for processing. During the upload process, the wizard uploads your file to the Service Bureau and provides you with a progress window to view the progress. If you need to abort the upload process, click the **"Cancel/Stop the Upload"** button. Alternatively you may manually transfer the file to the Service Bureau. E-mail** your upload file to uploads@1099pro.com. You will receive an automatic confirmation of receipt of your e-mail

**After the wizard finishes a set of final instructions will be printed for you on the printer shown below. At this point you have the option of changing your default printer to another printer selection or accepting the default printer. Make sure you are connected to the Internet before uploading.*

Sign and fax your Control Totals to the Service Bureau at (818) 876-0202.

If unable to upload via built in FTP:

Select to **Manually transfer** your file to the Service Bureau.

Press "**Finish**" to create the files for manual transfer. Special instructions will print out advising you how to proceed next. It is you responsibility to make sure these records are transferred to the Service Bureau.

Methods for sending records to the 1099 Pro Service Bureau when manual transfer is selected.

Method A: Sending your file via email
1. Create an email, **ATTACH** the upload file (see printed paperwork for file name and location) and address the email to: uploads@1099pro.com
2. **SIGN** and **FAX** your upload reports and authorizations to the phone number provided on the paperwork.

Method B: Uploading your file manually via the 1099 Pro uploads web site.
1. Using your web browser, access our secure FTP site at: https://uploads.1099pro.com
2. Fill in the prompts, using **Login ID:** 1099upload **Password:** 2004
3. Click the **LOGIN** button, ten click **UPLOAD** at the lower left of the screen.
4. Browse to your upload file (see printed paperwork for file name and location), select it and then click **UPLOAD** to send the records to the Service Bureau.
5. **SIGN** and **FAX** your upload reports and authorizations to the phone number provided on the paperwork.

Method C: Sending your file on a disk via FedEx, UPS, USPS, etc.**

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1. Copy the upload file (see printed paperwork for file name and location) to a CD-ROM (preferred) or floppy disk**.
2. Package the disk, **SIGNED** Fax Cover Sheet and Instructions together using a study disk mailer, not a plain envelope.
3. Mail the package to the address listed below. Use FedEx or similar to ensure fast, secure package delivery.

1099 Pro®, Inc.,
Attn: Electronic Upload Dept.
23901 Calabasas Road.
Suite 2080
Calabasas, CA 91302

**Note: Mailing in a CD-ROM or Floppy Disk is strongly discouraged due to potential damage or delays in mailing. *

Note: Do NOT modify the name of your upload file as it is used to identify you.

31.3 Bulk TIN Matching via the Service Bureau Overview

Why should I use the Service Bureau?
The 1099 Pro Service Bureau has provided Print/Mail/E-Filing services to thousands of our users. Our customers utilize the Service Bureau to save money, minimize administrative headaches, safeguard their sensitive data, and benefit from our extensive experience. We've made the process simple:

1. Purchase the appropriate 1099 Pro software package for the type of form you wish to file.
2. Call or E-Mail our Service Bureau to set an appointment date. We must have your data by the agreed upon appointment date to ensure that it is mailed or filed by the IRS deadline.
3. Manually enter or import your data into your 1099 Pro software.
4. Create an upload file within your 1099 Pro software.
5. E-Mail or FTP your upload file to us on or before your appointment date.

The Service Bureau is proud to offer a wide variety of services to registered users of 1099 Pro. Customers are encouraged to schedule their Print/Mail/E-Filing/Bulk TIN uploads appointments now! **Rates and availability are not guaranteed until your appointment is booked.**

Contact the Service Bureau

Contact the 1099 Pro Service Bureau team, to book your printing, mailing and/or electronic filing appointment and for all Service Bureau related inquiries.

- **Phone:** (866) 444-3559 (toll-free) or (818) 876-0200
- **E-Mail:** sb@1099pro.com

- **Internet:** www.1099pro.com

☑ Instant price estimates are available online at http://www.1099pro.com/servPricing.asp

Click here to learn more about the **Service Bureau Bulk TIN Upload Process**

Click here to see How to use Bulk TIN Matching.

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31.3.1 Using Bulk TIN Matching

Using Bulk TIN Matching

IRS Bulk TIN Matching Overview

Did you know that if the Name and TIN (SSN/EIN) do not match on your 1099's that the penalty is $50.00 for each mismatch up to a maximum of $250,000.00 per company? Fortunately, the IRS has introduced the Interactive TIN Matching and Bulk TIN Matching Program for form types 1099-B, DIV, INT, MISC, OID and PATR only*!

Bulk TIN matching via the 1099 Pro Service Bureau offers protection from IRS Penalties:

- Due Diligence: Using the TIN Matching System allows you to verify the accuracy of TIN and Name information prior to submitting information to the IRS.
- IRS Code 6724 provides any penalties under Section 6721 may be waived if the Filer shows the failure to provide a correct TIN on an information return is due to Reasonable Cause and not Willful Neglect.
- Filers may prove Due Diligence and receive a waiver from proposed penalties if they prove the TIN and Name combination they submitted matched IRS records. Providing a copy of the "Print Screen" of your IRS System Responses will be considered proof of Due Diligence.

** As of this writing, the IRS does not allow other form types to participate in this program under penalty of perjury and possible imprisonment!*

How does the bulk TIN Matching work?

Using the 1099 Pro software you will create a file that is sent to our Service Bureau for bulk TIN matching. Upon receiving the results from the IRS we will mail them back to you in a password protected Excel spreadsheet. With your results, you can manage the W9/B-Notice process using the features built into our software to collect the correct TIN information from your payees.

To get started go to Step 1 - Creating an Upload File for Bulk TIN matching

31.3.2 Step 1 - Creating an Upload File for Bulk TIN Matching

Step 1 - Creating an Upload File

(SAS 70 Type II Service Bureau)

If you prefer, you may view a tutorial on this process by clicking **here**
and selecting Service Bureau Uploads for your Product.

To create an upload file

1. On the task panel select the Service Bureau section then click the "**Bulk TIN Matching via SB**" icon to elect to have the Service Bureau upload records for Bulk TIN matching.

2. At the Printing, Mailing, Filing and Bulk TIN Matching...screen click either the "**Bulk Tin Matching Upload**" button.

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3. At the Upload Wizard click "**Next**" to proceed. Use the "**Back**" button at any time to go back a step.

4. You are then prompted with the "Do you have the latest version of 1099Pro screen?" We highly recommend you check for updates to this program before starting any printing or filing process. That will ensure that you have the most recent version of the software and the process will go as smoothly as possible.

   See Web Updates for more information

Choose a method for selecting eligible records.

- **Selected Form Types for ALL Filers:**
  This option prompts you to select (tag) the form types to include in this upload file. All filers will be processed.

- **Selected Form Types for Selected Filers:**
  This option prompts you to select (tag) the filer and the form types to include in this upload file.

Select the destination folder:

- The default location is C:\1099 Pro\Pro99T11**\Uploads**. It is preferable to create your upload file on a hard drive rather than floppy diskettes to avoid the possibility of disk error. It is also faster.

Enter your Contact Information and User Password:

- This information is used in case the Service Bureau needs to contact you and where your Bulk TIN results will be sent. The password is used to encrypt the Bulk TIN matching results when they are returned to you.

Select the Printer for your Bulk TIN Matching summary and instructions:

- Here you may change the printer where you summary and instructions are printed.

Click ***"Finish"*** to begin generating the upload file. A running detail is displayed as forms are scanned by the system.

See Step 2 Approving the Bulk TIN matching upload

31.3.3 Step 2 - File Upload Transfer & Completion for Bulk TIN

Step 2 - File Upload Transfer & Completion

(SAS 70 Type II Service Bureau)

Welcome to the Upload File transfer Wizard (Pre-Upload Checklist)

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To Upload

1. Highlight the session you wish to upload at the "**At the Printing, Mailing, Filing and Bulk TIN Matching screen...**"
2. At the bottom of the screen, click the **"Complete Pending Upload"** button to proceed and choose the best option for upload. At this point you now have the opportunity to examine the File Generation Summary Report and verify that all of the desired Filers and Forms are included. Also check to see if you have examined each of the control total reports, and sign them to certify that the information is complete and accurate to the best of your knowledge.

Ready to upload your file via Built-in FTP using the Internet?
This is the preferred method of uploading to the 1099Pro Service Bureau. The wizard will automatically upload the file for you, using the standard FTP (File Transfer Protocol) ****An Internet connection is required for this option**** (i.e. Dial-up, DSL, Cable Modem...etc.)

Select **Built in FTP** to upload your file via File Transfer Protocol to the Internet. Click "**Next**". In the next screen, please confirm your settings in the summary window before starting the Upload Process.

- **Upload Type** - Upload for filing with the IRS
- **Upload Method** - FTP (Built in)
- **Total Filer/Form Combinations**
- **Total Tax Forms** -
- **File Name** - (Example: S9999999-ABC123.zip**)**
- **Type**
- **File Location** - (i.e. C:\1099 Pro\Pro99T11\Uploads)
- **Contact Information** - Contact First and Last Name, E-mail Address, and Phone Number.

Press **"Upload Now"* to submit your upload file to the Service Bureau for processing. During the upload process, the wizard uploads your file to the Service Bureau and provides you with a progress window to view the progress. If you need to abort the upload process, click the **"Cancel/Stop the Upload"** button. Alternatively you may manually transfer the file to the Service Bureau. E-mail** your upload file to uploads@1099pro.com. You will receive an automatic confirmation of receipt of your e-mail

**After the wizard finishes a set of final instructions will be printed for you on the printer shown below. At this point you have the option of changing your default printer to another printer selection or accepting the default printer. Make sure you are connected to the Internet before uploading.*

Sign and fax your Control Totals to the Service Bureau at (818) 876-0202.

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If unable to upload via built in FTP:

Select to **Manually transfer** your file to the Service Bureau.

Press "**Finish**" to create the files for manual transfer. Special instructions will print out advising you how to proceed next. It is you responsibility to make sure these records are transferred to the Service Bureau.

Methods for sending records to the 1099 Pro Service Bureau when manual transfer is selected.

Method A: Sending your file via email
1. Create an email, **ATTACH** the upload file (see printed paperwork for file name and location) and address the email to: uploads@1099pro.com
2. **SIGN** and **FAX** your cover sheet to the phone number indicated on your printouts.

Method B: Uploading your file manually via the 1099 Pro uploads web site.
1. Using your web browser, access our secure FTP site at: https://uploads.1099pro.com
2. Fill in the prompts, using **Login ID:** 1099upload **Password:** 2004
3. Click the **LOGIN** button, ten click **UPLOAD** at the lower left of the screen.
4. Browse to your upload file (see printed paperwork for file name and location), select it and then click **UPLOAD** to send the records to the Service Bureau.
5. **SIGN** and **FAX** your cover sheet to the phone number indicated on your printouts.

Method C: Sending your file on a disk via FedEx, UPS, USPS, etc.**
1. Copy the upload file (see printed paperwork for file name and location) to a CD-ROM (preferred) or floppy disk**.
2. Package the disk, **SIGNED** Fax Cover Sheet and Instructions together using a study disk mailer, not a plain envelope.
3. Mail the package to the address listed below. Use FedEx or similar to ensure fast, secure package delivery.

1099 Pro®, Inc.,
Attn: Electronic Upload Dept.
23901 Calabasas Road.
Suite 2080
Calabasas, CA 91302

**Note: Mailing in a CD-ROM or Floppy Disk is strongly discouraged due to potential damage or delays in mailing. *

Note: Do NOT modify the name of your upload file as it is used to identify you.

31.4 Wizard SB Upload

Create an Upload File
(SAS 70 Type II Service Bureau)

To Upload
1. Highlight the session you wish to upload at the "**At the Printing, Mailing, Filing and Bulk TIN Matching screen...**"
2. At the bottom of the screen, click the **"Complete Pending Upload"** button to proceed and choose the best option for upload. At this point you now have the opportunity to examine the File Generation Summary Report and verify that all of the desired Filers and Forms are included. Also check to see if you have examined each of the control total reports, and sign them to certify that the information is complete and accurate to the best of your knowledge.

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Ready to upload your file via Built-in FTP using the Internet?
This is the preferred method of uploading to the 1099Pro Service Bureau. The wizard will automatically upload the file for you, using the standard FTP (File Transfer Protocol) ****An Internet connection is required for this option**** (i.e. Dial-up, DSL, Cable Modem...etc.)

Select **Built in FTP** to upload your file via File Transfer Protocol to the Internet. Click "**Next**". In the next screen, please confirm your settings in the summary window before starting the Upload Process.

- **Upload Type** - Upload for filing with the IRS
- **Upload Method** - FTP (Built in)
- **Total Filer/Form Combinations**
- **Total Tax Forms** -
- **File Name** - (Example: S9999999-ABC123.zip**)**
- **Type**
- **File Location** - (i.e. C:\1099 Pro\Pro99T11\Uploads)
- **Contact Information** - Contact First and Last Name, E-mail Address, and Phone Number.

*Press ***"Upload Now"*** to submit your upload file to the Service Bureau for processing. During the upload process, the wizard uploads your file to the Service Bureau and provides you with a progress window to view the progress. If you need to abort the upload process, click the **"Cancel/Stop the Upload"** button. Alternatively you may manually transfer the file to the Service Bureau. E-mail** your upload file to uploads@1099pro.com. You will receive an automatic confirmation of receipt of your e-mail

**After the wizard finishes a set of final instructions will be printed for you on the printer shown below. At this point you have the option of changing your default printer to another printer selection or accepting the default printer. Make sure you are connected to the Internet before uploading.*

Sign and fax your Control Totals to the Service Bureau at (818) 876-0202.

If unable to upload via built in FTP:

Select to **Manually transfer** your file to the Service Bureau.

Press "**Finish**" to create the files for manual transfer. Special instructions will print out advising you how to proceed next. It is you responsibility to make sure these records are transferred to the Service Bureau.

Methods for sending records to the 1099 Pro Service Bureau when manual transfer is selected.

Method A: Sending your file via email

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1. Create an email, **ATTACH** the upload file (see printed paperwork for file name and location) and address the email to: uploads@1099pro.com
2. **SIGN** and **FAX** your upload reports and authorizations to the phone number provided on the paperwork.

Method B: Uploading your file manually via the 1099 Pro uploads web site.
1. Using your web browser, access our secure FTP site at: https://uploads.1099pro.com
2. Fill in the prompts, using **Login ID:** 1099upload **Password:** 2004
3. Click the **LOGIN** button, ten click **UPLOAD** at the lower left of the screen.
4. Browse to your upload file (see printed paperwork for file name and location), select it and then click **UPLOAD** to send the records to the Service Bureau.
5. **SIGN** and **FAX** your upload reports and authorizations to the phone number provided on the paperwork.

Method C: Sending your file on a disk via FedEx, UPS, USPS, etc.**
1. Copy the upload file (see printed paperwork for file name and location) to a CD-ROM (preferred) or floppy disk**.
2. Package the disk, **SIGNED** Fax Cover Sheet and Instructions together using a study disk mailer, not a plain envelope.
3. Mail the package to the address listed below. Use FedEx or similar to ensure fast, secure package delivery.

1099 Pro®, Inc.,
Attn: Electronic Upload Dept.
23901 Calabasas Road.
Suite 2080
Calabasas, CA 91302

**Note: Mailing in a CD-ROM or Floppy Disk is strongly discouraged due to potential damage or delays in mailing. *

Note: Do NOT modify the name of your upload file as it is used to identify you.

31.5 Reset Void Service Bureau Upload

Reset (Void) Service Bureau Upload

Resetting an upload session voids (deletes) the entire upload session. All forms automatically revert to their pre-upload status.

To reset session
1. On the task panel select the Service Bureau section and the Printing & Mailing icon.

2. At the Completed Service Bureau Upload Session List screen highlight an upload session and click the "**Reset (Void) Session**" button.

3. The Administrator prompts to confirm the void. Click "**Yes**" to continue or "**No**" to abort. Session status immediately updates to Voided.

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32 Tax Supplies

Tax Supplies

1099Pro, Inc. sells all of the tax forms and supplies necessary for use with 1099 Pro* software at competitive rates.

- All forms and supplies offered by 1099 Pro, Inc. are IRS approved.
- All orders over $100 automatically receive a **10% discount**.
- Order in advance; overnight shipping of forms can cost more than the actual forms!
- Returns are NOT accepted after November 30, 2011. Customer is responsible for all return shipping charges.

**All tax forms and supplies are subject to availability. Prices subject to change without notice.*

Online Ordering

Customers may place orders online for laser forms and envelopes (current tax year only). In addition to placing orders, customers may view tax forms and a brief item description. Try it at www.1099pro.com; click on the "**Products**" button and the "**Tax Forms**" hyperlink.

Online Customer Account Access

Customers who've purchased items in the past year may go online to view prior orders and activation codes. Order tracking is also available to see if your order has been shipped. Try it at www.1099pro.com; click on the "**Login**" button and follow the prompts.

Telephone Orders

Customers may place orders for all tax supplies (including laser and continuous forms for current and past tax years) by telephone with our Sales team at (888) 776-1099.

32.1 Blank Copier Paper

Blank Copier Paper

Blank Copier Paper: Print Copy B &/or C directly onto blank copier paper. Good in case of an emergency when Blank Laser Perforated paper is unavailable (might require special folding and/or cutting to fit in standard IRS approved envelopes). 1099 Pro, Inc. offers custom designed IRS regulation envelopes to fit copier paper.

Blank Laser Perf: Print Copy B &/or C directly onto blank laser perforated stock (1099 Pro prints the necessary graphics). Easier to fold than blank copy paper because of the perforations and since it is blank...it

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won't go out of date! Also prints instructions.

When using **blank** stock you must select the copies to print.

The Print Wizard features a **Combined option that prints all required copies for the recipient on one sheet** (e.g., 1099-MISC Combined includes copies B, 2 and instructions). You may instead select the individual copies for the recipient, but you will need to *manually collate* the copies.

When printing instructions to blank paper you may:

- Print them as part of the normal print run with one copy per recipient. Remember to collate instructions with the recipient copies, OR
- Print them on one sheet now and photocopy it as many times as needed. Then use the reverse side of the photocopied sheets to print your forms. If selecting this option do NOT print any copies at this time, first prepare the instructions and then print the copies, OR
- Print "X" pages at this time.

The IRS requires you to send both tax forms and instructions to recipients.

32.2 Continuous Form Feed

Continuous Form Feed

Continuous Forms: For use with dot-matrix or other impact printers. These are multi-part forms, typically with COPY A (in red drop-out ink) showing on top. Your printer must be powerful enough to impact each of the parts. If not, your data will begin to appear lighter on each subsequent form (if at all). Available in both carbon and carbonless and "mailer" formats.

If using continuous (dot-matrix) forms you must first indicate if Copy A is part of your forms.

Next, specify how you want the recipient addresses to print. Options include Condensed style which prints addresses without extra spacing or lines (similar to a mailing label) or Spread style which is typically used for continuous forms containing Copy A.

Recipient Address style samples:

Condensed Address
Jane A Doe
1234 Any Street
Any City, CA 12345-6789

Spread Address
Jane A Doe

1234 Any Street

Any City, CA 12345-6789

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32.3 Preprinted Paper

Preprinted Paper

Preprinted Laser Perf: When using **preprinted laser** forms you must select the copies to print. The Print Wizard pauses before printing each copy to prompt you to load the appropriate form into the printer. For use with Copy A, B, C &/or 1096. Forms are perforated, with each required copy preprinted with the necessary information (Copy A in red drop-out ink, Copy B in black, etc.). Saves toner and time!

32.4 Pressure Seal Forms

Pressure Seal Forms Support

To meet the needs of customers who are printing out high volumes of 1099 and W2 forms 1099 Pro, Inc. has added the ability to print to pressure seal forms in our 1099 Pro & W2 Pro Professional and Enterprise products. Several different formats of pressure seal forms are available from 1099 Pro, Inc. Our W2 Pro, 1099 Professional and Enterprise software will be able to print on any of those forms and if there is a pressure seal form which you would prefer to use that is not already a listed printing option in the software, contact our Service Bureau and we'll customize the software to accommodate you and your choice of form(s).

Trouble Shooting

Customers may experience issues when attempting to print on the large 8.5" x 14" pressure seal forms. If the printer software is not configured correctly during the print process after selecting pressure seal forms (any 8.5 x 14" form either preprinted or blank) you will find that it appears that the printer is squashing the graphics and text. The reason: The default setting for most printers is 8.5" x 11" letter paper. In order for the text and graphics to appear properly on the 8.5 x 14" paper you should select legal for the paper format. If you are unsure about how to select legal paper during the print process you will want to contact your printer manufacturer.

To view a list of compatible Pressure Seal Forms from such manufacturers as Relyco®, Moore Wallace®, and TFP Data Systems® see our list at: http://host.1099pro.com/ftp/product/2011/Tech_Support_docs/Available%20Pressure%20Seal.pdf

33 Transmitter Information

Transmitter Information

A Transmitter Control Code number or (TCC) is required when filing electronically. A TCC is composed of five alpha-numeric characters. If filing electronically via the Service Bureau, a TCC is not required and this information need not be completed.

Request a TCC

To obtain a TCC file Form 4419 to request authorization to file forms electronically. Form 4419 must be mailed

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at least 30 days prior to the filing deadline for the electronic file. Form 4419 may be printed at the Print Blank Forms screen. For more information on TCC's, contact the IRS-MCC at (304) 263-8700.

☑ A single TCC may be used to file on behalf of multiple filers.

See **How to Create a Transmitter.**

33.1 Create a Transmitter

Create a Transmitter

To create a transmitter

1. At the menu bar click "**File**" and "**Transmitter Information**".
2. At the Update E-File Transmitter Information screen:
   - Enter the IRS assigned TCC (five alpha-numeric characters).
   - Enter the IRS assigned TIN (dashes MUST be inserted!).
   - Enter the name of the company (or individual) owning the TCC.
   - Enter a contact name and phone number.
   - Enter the TCC owner's address.
3. Click "**OK**" to save changes or "**Cancel**" to abort.

The transmitter information is incorporated into the electronic file. The TCC displays on the "Computer Generated Substitute Form 4804/Form 4802" report which prints automatically after creating your Electronic File.

☑ If after creating electronic files you discover that your TCC was entered incorrectly, the Electronic File session must be voided. Changes made at the Update Electronic File Transmitter Information screen will NOT flow through to already created electronic files.

34 Year-to-Date Imports and Zero Drops

34.1 Year-to-Date Import Zero Drop Overview

Year-to-Date Import Zero Drop Overview (1099 Pro Corporate Suite Version only)

This utility allows you to update and remove any records which were not included in the most current import. A Year-to-Date import differs from a non-transactional or transactional import in the following manner:

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When a transactional or non-transactional import is completed, all records are stored separately in the database. After a Year-to-Date Import Zero Drop process is completed, all records not included in the most recent import are removed and all included records are updated with the most recent dollar amounts. This process insures that your records contain the most current recipient records and dollar amounts.

34.2 Year-to-Date Import and Zero Drop Process

Year-to-Date Import and Zero Drop Process (Corporate Suite feature only)

To start the Year-to-Date Import Zero Drop Process use the following steps:

1. From the **Utilities** menu, click on "**Year-to-Date Import Zero Drops**".
2. At the **Beginning and Processing Zero Drops** screen you will have two options:

- **Begin a Drop by Import Session Process**: This option will allow you to apply the Zero Drop process to records based on an import Session ID.
  - After clicking on the "**Begin a Drop by Import Session Process**" button, you will be prompted to select an Import Session ID.
  - Once you have highlighted your Session ID, click on the "**Select"** button.
  - You will now be prompted to select the filers you wish to apply the zero drop process to. Select a Filer by highlighting it and then clicking the "**Tag**" button. Once you have made your selections, click on the "**Proceed to the next step**" button.
  - The program will prompt you to confirm the "Zero Drop" process. Click on the "**OK**" button to continue or the "**cancel"** button abort the "Zero Drop".

- **Begin a Drop by Date Range Process**: This option will allow you to apply the Zero Drop process based on a date range which you specify.
  - Click on the "**Begin a Drop by Date Range Process**" button to start.
  - At the **Select a Form Type** window, choose the form type you wish to apply the Zero Drop process to by clicking on it and then pressing the "**Select**" button.
  - You will now need to select the Filers you wish to apply the Zero Drop process to. Click on the desired Filers and press the "**Tag**" button to select them. Once you have made your selections, you can save them for later usage by clicking on the "**Save**" button (saved selections sets can be loaded by clicking on the "**Load**" button).
  - With your Filers selected, click on the "**Select Date Range to use**" button.
  - Select your date range by either entering a dates into the "**Set Range From**" and "**Through**" (Note: clicking on the calendar icon to the right of the date range boxes will bring up a calendar for easy date selection) or you can choose from any of the predefined options in the "Default Ranges" box. Simply click in any one of the radio boxes to the left of the date range and your dates will automatically fill the boxes "Set Range From" and "Through".
  - Click on the "**OK**" button to save your date ranges and continue.
  - You can now click on the "**Proceed to the next step**" button load the Zero Drop.
  - The program will prompt you to confirm the "Zero Drop" process. Click on the "**OK**" button to continue or the "**Cancel"** button abort the "Zero Drop".

3. Your Zero Drop Process is now complete!

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34.3 Drop by Date Range

Drop by Date Range (Corporate Suite feature only)

Year-to-Date Import and Zero Drop Process

To start the Year-to-Date Import Zero Drop Process use the following steps:

1. From the "Utilities" menu, select "Year-to-Date Import Zero Drops".
2. At the "Beginning and Processing Zero Drops" screen you will have two options:

- **Begin a Drop by Date Range Process**: This option will allow you to apply the Zero Drop process based on a date range which you specify.
  - Click on the "**Begin a Drop by Date Range Process**" button to start.
  - At the **Select a Form Type** window, choose the form type you wish to apply the Zero Drop process to by clicking on it and then pressing the "**Select**" button.
  - You will now need to select the Filers you wish to apply the Zero Drop process to. Click on the desired Filers and press the "**Tag**" button to select them. Once you have made your selections, you can save them for later useage by clicking on the "**Save**" button (saved selections sets can be loaded by clicking on the "**Load**" button).
  - With your Filers selected, click on the "**Select Date Range to use**" button.
  - Select your date range by either entering a dates into the "Set Range From" and "Through" (Note: clicking on the calendar icon to the right of the date range boxes will bring up a calendar for easy date selection) or you can choose from any of the predefined options in the "Default Ranges" box. Simply click in any one of the radio boxes to the left of the date range and your dates will automatically fill the boxes "Set Range From" and "Through".
  - Click on the "**OK**" button to save your date ranges and continue.
  - You can now click on the "**Proceed to the next step**" button load the Zero Drop.
  - The program will prompt you to confirm the "Zero Drop" process. Click on the "**OK**" button to continue or the "**cancel"** button abort the "Zero Drop".

3. Your Zero Drop Process is now complete!

34.4 Drop by Import Session

Drop by Import Session (Corporate Suite feature only)

Year-to-Date Import and Zero Drop Process Drop by Import Session

1. From the **Utilities** menu, click on "**Year-to-Date Import Zero Drops**".
2. At the **Beginning and Processing Zero Drops** screen you will have two options:

- **Begin a Drop by Import Session Process**: This option will allow you to apply the Zero Drop process to records based on an import Session ID.
  - After clicking on the "**Begin a Drop by Import Session Process**" button, you will be prompted to select an Import Session ID.
  - Once you have highlighted your Session ID, click on the "**Select"** button.
  - You will now be prompted to select the filers you wish to apply the zero drop process to. Select a Filer by highlighting it and then clicking the "**Tag**" button. Once you have made your selections, click on the "**Proceed to the next step**" button.
  - The program will prompt you to confirm the "Zero Drop" process. Click on the "**OK**" button to

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continue or the "**cancel"** button abort the "Zero Drop".

3. Your Zero Drop Process is now complete!

34.4.1 Select Import Session

Zero Drop: Selecting an Import session (Corporate Suite feature only)

This screen will show you a list of all Year-to-date Import sessions for the current tax year.

Select the session you wish to use to use for the zero drop process.

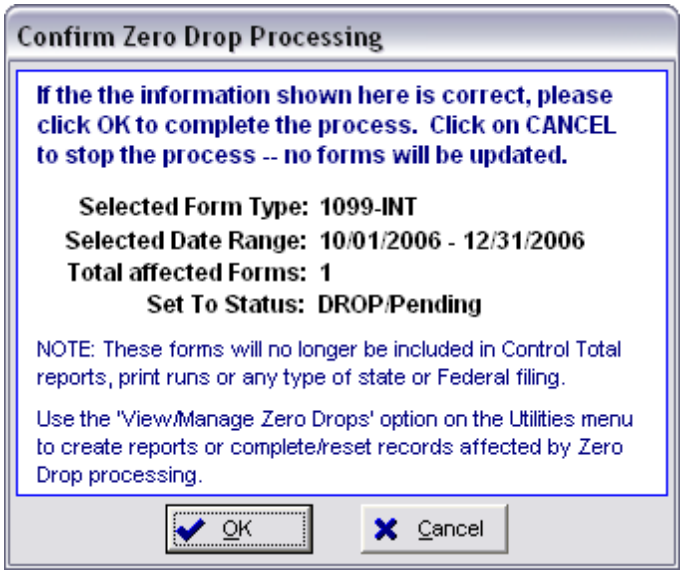
Please see Year-to-Date Import Zero Drop Overview for more information on this process.

34.5 Zero Drop Process Confirmation

Confirming your Zero Drop Process selections (Corporate Suite feature only)

When you have completed making your selections for either your Date Range or Import Session Zero Drop Process, you will be prompted by a confirmation window. This confirmation window displays an overview of your Zero Drop selections and allows you to check them before continuing with the process.

The confirmation window will display different data depending on the type of Zero Drop Process you are running (i.e. by Date Range or by Import Session). The image below is an example of the Zero Drop Process by Date Range confirmation screen.


Confirm Zero Drop Processing
If the the information shown here is correct, please click OK to complete the process. Click on CANCEL to stop the process -- no forms will be updated.
Selected Form Type: 1099-INT
Selected Date Range: 10/01/2006 - 12/31/2006
Total affected Forms: 1
Set To Status: DROP/Pending
NOTE: These forms will no longer be included in Control Total reports, print runs or any type of state or Federal filing.
Use the 'View/Manage Zero Drops' option on the Utilities menu to create reports or complete/reset records affected by Zero Drop processing.
OK
Cancel

If all settings are correct, click on the "**OK**" button to begin your Zero Drop Process, if something is wrong with your selections or you wish to cancel the process, simply click on the "**Cancel**" button.

34.6 Voiding a Zero Drop Session

Voiding a Zero Drop Session (Corporate Suite feature only)

To void an Import Zero Drop Process use the following steps:

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If you wish to reset (void) your Zero Drop process, return to the "Completed and In-process Zero Drop Sessions" screen by clicking on "**Utilities**" and then "Year-to-Date Zero Drops". Select the session you wish to reset by clicking on it. The session will be highlighted when it has been selected. You can now click on the "**Rest (Void) Session**" button to remove any changes made by the Zero Drop process! (Note: You can only reset a session if the status of the forms associated with the Zero Drop session have not changed).

35 W-9

35.1 B Notices

B Notices Overview

If after submitting files to the IRS, a mismatch is determined, (e.g., a recipient's name and TIN do not match the IRS records), the IRS sends the Filer a 9872CG, CP2100 or CP2100A Notice. The Filer must then issue a **Form W-9** and a **B Notice** to the recipient in question unless the Filer determines the error was on their part (e. g., a typo). Note the following:

- The recipient has 15 business days to respond to the notice and the Filer has 30 businesses days to reply to the IRS with their findings.
- The Filer need only issue a "B" notice 2 times in 3 calendar years to the same account.

☑ Any data entered in the optional Location Code field must appear, per the IRS, on backup withholding notices.

Sample "B" Notices

Download Pub. 1679, A Guide To Backup Withholding, from IRS Forms & Publications. The publication includes first and second sample "B" notice formats. Customize it in a word processing program (e.g., Microsoft Word) and create a mail merge.

☑ See IRS Instructions

35.2 Begin W-9 Request Wizard

Begin W-9 Request Wizard

The W-9 Request wizard will help you to issue a group of new information request forms. The status of these forms can then be tracked and updated as needed.

W-9 Request Wizard

1. At the "Print Information Requests" screen for W-9s and B-Notices, click the "**Print a new batch of information request forms**" button. Click "**Next**".
2. Choose the type of form you need to print. Your options are:
   - W-9 Request for Tax Payer ID number and Certification
   - First B-Notice

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- Second B-Notice
- W-9S Request for Student/Borrower's Tax Payer Identification Number

3. Next, Specify the Requesting Filer who is mailing these forms. You may also select a different filer by using the "Select a Different Filer to use..." button
4. Choose an option for how Recipients will be selected, either "Manual" or "Automatic", then click "**Next**".
5. Tag the recipients you want to send W-9 requests for by either manually tagging them or using the automatic feature which will select recipients based on the criteria of whether they have an invalid TIN or a missing TIN. Click "**Next**".
6. Set the print options for your W-9 Forms, Click "**Next"**.
7. Confirm your settings and then click "**Finish"**.
8. After clicking "**Finish"** you are returned to the "Create a New Batch screen" If you are finished then click "**cancel"** to print these requests.

Duplexing

Note: For users who have Printers with a duplexing unit there is an option to print on both sides of a sheet of paper.

1. Follow steps 1-8 above, then at the Print Preview screen initiate a print session by clicking the "**print"** icon at the top of the preview screen.
2. On the Select Printer Screen, click the properties button for your printer.
3. Click the **Finishing** tab, then locate the area "Document Options" on this screen.
4. Place a check in the box to "Print on both sides"
5. Click "**OK**" and proceed to print your request.

35.3 Browse W-9 Request Main Screen

Browse W-9 Request Main Screen

From the W-9 Request main screen you can track, update, print & view/reprint all previously issued information requests.

Current View/Sort
Allows you to sort the list of Names or Businesses by Last Name or by Tax Identification Number

Search for Name/TIN
This feature is used for searching by Name or TIN only.

Filters
By placing check marks in the following boxes, the software then filters the list based on the criteria you select.

Request Types to show:

- **W-9 -** Show all W-9 requests only
- **W-9S** - Show all W-9S Requests Only
- **1st B-Notice** - Show only a list of first B-Notice requests
- **2nd B-Notice** - Show only a list of second B-Notice Requests
- **Show All** - By clicking this button you can place a check mark in all boxes automatically

Request Status Types to show:

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- **Open/Pending** - Shows all currently open/pending requests
- **Close/Resolved** - Shows all closed or resolved requests when corrected info has been received back from the recipient.
- **Voided** - Shows all VOIDED requests
- **Escalated** - If you choose Escalate, when you save the Recipient form, the existing form is closed and you are taken directly to the Info Request wizard to create a new form.

View/Print Report
Allows you to run a report based on the current list of requests then print it out.

Issue New Requests
Takes you to the Print Information Requests Screen

View/Reprint Selected
You can reprint a request by highlighting it in the list and clicking this button. You have the option to preview the request before sending it to the printer.

35.4 Browse W-9 Single/Batch Requests

Browse W-9 Single/Batch Requests

You can issue Information Requests (i.e., W-9, W-9S, 1st B Notice and 2nd B Notice forms) either by single form or in batches.

- **Batches:** To issue forms in batches there are two options: Use the "Issue W-9 and B-Notice Forms" option under Utilities to access directly. The second option is to Click on "**W-9/B Notices**" on the task panel then "**Issue New Requests**" from the "**Manage Information Requests**" window.
- **Single Form:** Navigate to the recipient browse screen, click on the "**Issue W-9/B-Notice**" button' to issue a form for the selected recipient. Or, on the W-9 tab on the Recipient update form, click on " **Issue an Information Request Form**" button there as well.

See Begin W-9 Request Wizard for more information

Current Query
The Current Query field on this screen allows you to view "All Batches for all filers" or "All batches for the current filer."

View/Print Batch Report
You can generate a report based on the current active W-9 requests containing the following information: "Current TIN/Name/Address", "TIN/Name/Address when issued", "Requester/Form Type/Status/Date Created".

35.5 W9 Overview

Form W-9 Overview

To comply with the following IRS guidelines for W-9s & B-Notices see the ***W-9 Request Wizard***

A person who is required to file an information return with the IRS, must obtain your correct taxpayer

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identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. *Use Form W-9 Request for Taxpayer Identification Number and Certification to request a recipient's TIN if the recipient is a U.S. person or U.S. resident alien. If the recipient is a foreign person use the appropriate Form W-8.

***Note: To Mail the W-9 Request form, remember to use 1099 Pro, Inc. - Envelope Type "8888-1"**

What is a backup withholding CP2100/CP2100A "B" Notice?

CP2100/CP2100A "B" Notice "Backup withholding explained" is used for the purpose of soliciting correct name/TIN combinations. There are actually two "B" notices—the First "B" Notice and the Second "B" Notice. The text of the Second "B" Notice is different from that of the First "B" Notice. It instructs the payee to contact IRS or the Social Security Administration (SSA) to obtain the correct name/TIN combination as shown in their records.

First "B" Notice

1. Send the First "B" Notice, Form W-9, and an optional reply envelope to the payee within 15 business days from the date of the CP2100 Notice or the date you received it (whichever is later). Date the "B" Notice no later than 30 business days after the date of the CP2100/CP2100A Notice or the date you received it (whichever is later). The outer envelope must be clearly marked "**IMPORTANT TAX INFORMATION ENCLOSED**" or "**IMPORTANT TAX RETURN DOCUMENT ENCLOSED**."

2. Make sure that necessary information such as the date, account number, and BWH rate are on the "B" Notice **before** mailing it to the payee. If you do not include the optional reply envelope be sure to provide return address information in your mailing.

3. Update your records with the corrected information received from the payee and include it on any future information returns you file. **Do not send the signed Form W-9 to the IRS.**

4. Begin backup withholding on payments made to payees who do not return a signed Form W-9, response to the First "B" Notice no later than 30 business days after the date of the CP2100/ CP2100A Notice or the date you received it (whichever is later). However, you may begin backup withholding the day after the date you receive the CP2100 Notice. Stop backup withholding no later than 30 calendar days after you receive the signed Form W-9 from the payee. You may stop any time within that 30 calendar day period.

NOTE: Do not file a correction unless you are also making a change to the dollar amount reported. It is your responsibility to send the appropriate "B" Notice to the payee, when required, to obtain the correct Name/TIN. This information may not be solicited by telephone. You need a TIN that the payee certifies as correct on Form W-9 in order to stop current backup withholding or prevent backup withholding from starting.

Second "B" Notice

1. Send the Second "B" Notice and an optional reply envelope to the payee within 15 business days after the date of the CP2100 Notice or the date you received it whichever is later). Date the "B" notice no later than 30 business days after the date of the CP2100 Notice or the date you received it (whichever is later). **Do not send a Form W-9.** The outer envelope must be clearly marked "**IMPORTANT TAX INFORMATION ENCLOSED**" or "**IMPORTANT TAX RETURN DOCUMENT ENCLOSED**."

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2. The payee **must** contact the SSA to have his or her social security number validated (on Form SSA-7028, Notice to Third Party of Social Security Number Assignment) or the IRS to get his or her employer identification number validated (on IRS Letter 147C).

3. Allow 30 business days after the date of the Second "B" Notice to receive SSA Form 7028 from the SSA or Letter 147C from the payee. Begin backup withholding on payments made to the payee if you don't receive Form SSA-7028 or Letter 147C by the 30th business day. You may at your option begin backup withholding during the 30 business day period. You must continue to backup withhold until you receive the validation. Stop backup withholding no later than 30 days after you receive the required verification. You may stop backup withholding anytime within that 30 calendar day period after receiving verification.

NOTE: You are not required to file a correction unless you are also making a change to the dollar amount reported. It is your responsibility to send the appropriate "B" notice to the payee, when required, to obtain the correct Name/TIN. This information may not be solicited by telephone. You need a TIN validation (IRS Letter 147C or Form SSA-7028 as appropriate) in order to stop current backup withholding or prevent backup withholding from starting. Third and Subsequent Notices

Is a Third B-Notice Required?

Generally, you may ignore a third or subsequent notice of missing or incorrect TIN(s) if you completed the actions for the First and Second "B" Notices and the incorrect payee name and TIN combination and account number remain the same. However, if the CP2100/CP2100A Notice and listing(s) relate to the same payee, but with a different Name/TIN combination than on the "first" and "second" notice, you must treat the notice as a "first" notice.

35.6 W-9 Report

W-9 Report

Information Request Report Options available are as follows:

Select the Printer - Selects the current printer to use to print the request.

Select the Sort Order
- By Last Name
- By TIN

Report Preview - Enables you to preview the report before it is printed.

Request Types - W-9, W-9S, 1st B-Notice, & 2nd B-Notice.

Request Status - Opened/Pending, Closed/Resolved, Voided, Escalated.

Date Issued Range - From [Begin Date] to [End Date]

Filer to Include - Option available for selection is "All Filers"

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36 Glossary

Glossary

- 1 -

10 Day
Per IRS Pub. 1220, part C, section 7:
"If the [electronic] file is good, it is released for mainline processing 10 calendar days from receipt. Contact [the IRS] at 304-263-8700 within this 10 day period if there is a reason the file should not be released for further processing. If the file is bad, normal replacement procedures are followed."

1096 Transmittal
Use this form to transmit paper Forms 1099,1098, 5498, 39XX and W-2G to the Internal Revenue Service. **Do not use Form 1096 to transmit electronically.** For electronic submissions, see **Pub. 1220,** specifications for Filing Forms 1098, 1099, 5498 and W-2G Electronically.

- 2 -

250 Rule
The Rule-of-250 states that any filer submitting 250 or more forms of any one type must submit those forms electronically. Failure to do so may result in fines of up to $50 per form.

See Rule-of-250 for detailed information.

- 4 -

4419
To obtain a TCC number, file Form 4419 to request authorization to file forms electronically. Form 4419 must be mailed at least 30 days prior to the filing deadline for the electronic file. Form 4419 may be printed at the Print Blank Forms screen.

6847

This form is now obsolete please see "Form 6847" for more details.
Participants in the Combined Federal/State Filing Program must send Form 6847 to the IRS after filing electronically with the IRS. Prior IRS approval is required to participate in this program. Print this form at the Printing Blank Forms screen.

- 8 -

8809
Purpose of form. Use this form to request an extension of time to file 1098 series, 1099 series, W-2 series, W-2G, 5498 series, 8027, 1099-INT/OID for REMIC
and 1042-S forms.

- A -

"A" Record
Identifies the person making payments

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Access Groups
Access Groups determine which Filers and tax form types a user can access and which tasks they can perform upon those tax forms. By default, all users can access ALL forms and All Filers unless you create your own Access Groups. Built in Groups are groups that cannot be deleted or changed other than just adding or removing members.
Available built groups consist of "All Forms/All Filers". The key to restricting forms and Filers to a user is to minimize the number of Filers and/or forms you make available to them.

Account Generation Wizard
1099 Pro® offers a feature that will generate account numbers for each form that does not have an account number. IRS Publication 1220, states on page 77 that the IRS requires account numbers "Enter any number assigned by the payer to payee that can be used by the IRS to distinguish between information returns. This number must be unique for each information return ..." The IRS has indicated that they will not reject files if they do not have account numbers but by having account numbers the IRS will be able to process any corrections that they encounter.

Activation Code
A registration code (aka activation code or product ID) is provided upon proof of payment. The algorithm of your registration code indicates the edition, user license and number of record transactions purchased.

Aggregation
The 1099 Aggregation Feature was designed to allow users to consolidate more than one tax form of the same type, for one recipient under a given filer.

For example, John Smith owns an automobile detail business and frequently comes by the movie studio to wax and wash the studios automobiles You, (the Filer) issuing the 1099-MISC form, pay John fequently on a bi-weekly basis so instead of printing and issuing multiple 1099 forms for John you only want to view/print it as one combined form. This feature will allow you to view the aggregated box amount totals highlighted in green in the tax form which is a reflection of all tax form dollar amounts for this recipient under this master tax form only.

Audit Trails
Audit Trails do NOT track the history of all manual and cascading changes to a Master Recipient & Filer List. Only direct changes to a tax form are stored in the record history screen.

- B -

"B" Record
Contains the payment information from the information returns.

B-Notice
If after submitting files to the IRS, a mismatch is determined, (e.g., a recipient's name and TIN do not match the IRS records), the IRS sends the Filer a CP2100 or CP2100A Notice. The Filer must then issue a **Form W-9** and a **B Notice** to the recipient in question unless the Filer determines the error was on their part (e.g., a typo).

Backup Data
The 1099 Pro® Backup Wizard automatically copies all data files and compresses them into a WinZip® format. By default, 1099 Pro prompts for a daily backup.

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Blank Paper
Print Copy B &/or C directly onto blank copier paper. This is good in case of an emergency when Blank Laser Perforated paper is unavailable (might require special folding and/or cutting to fit in standard IRS approved envelopes). 1099 Pro, Inc. offers custom designed IRS regulation envelopes to fit copier paper.

Blank Laser Perforated
Print Copy B &/or C directly onto blank laser perforated stock (1099 Pro prints the necessary graphics). Easier to fold than blank copy paper because of the perforations, and since it is blank, it won't go out of date!

Bulk TIN Matching
TIN Matching is a pre-filing service offered to payers and/or authorized agents who submit any of six information returns subject to backup withholding (Forms 1099-B, INT, DIV, OID, PATR, and MISC). With *Interactive TIN Matching* authorized payers can match up to 25 payee TIN and name combinations against IRS records prior to submitting an information return. *Bulk TIN Matching* allows payers and/or authorized agents filing any of the six information returns to match up to 100,000 TIN and name combinations. In order to participate in TIN Matching, payers must be listed in the IRS Payer Account File (PAF) database. If your firm has not filed information returns with the IRS in one of the past two tax years, the application will not be available to you at this time.

Click here to learn how to use Bulk TIN Matching

Business Rules
Business Rules are formulated in conjunction with the compliance experts from IRS Compliance to check that data being processed in 1099 Pro's software does not contain common formatting errors, form specific errors, is valid for State and Federal filing, and can be used to separate records with different levels of issues for processing.

- C -

"C" Record
Contains the total number of payees and the totals of the payment amount fields filed for each payer and/or particular type of return.

CFSF
See CFSFP

CFSFP
The Combined Federal/State Filing Program was established to simplify information return filings for taxpayers. The CF/SF Program allows the IRS to forward electronically-filed information returns to participating states free-of-charge for approved filers, thus eliminating separate reporting to those states.

Continuous Form Feed
For use with dot-matrix or other impact printers. These are multi-part forms, typically with COPY A (in red drop-out ink) showing on top. Your printer must be powerful enough to impact each of the parts. If not, your data will begin to appear lighter on each subsequent form (if at all). Available in both carbon and carbonless and "mailer" formats.

Control Totals
The Control Totals report is an invaluable tool for reviewing recipient records. Information contained in this report includes:

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- Form type
- Filer's Name and TIN
- Recipient's First Name, Last Name, TIN, Account Number and optionally, their Address
- Individual record print status and date of last update
- Box by box totals
- Number of missing TINs and more....

Corrections
If you filed a return with the IRS and later discover you made an error on it, you must correct it as soon as possible. For some corrections, you must file two returns with Form 1096 and for some only one return with Form 1096. In addition, you must provide statements to recipients showing the corrections as soon as possible. If you fail to file correct information returns or furnish a correct payee statement, you may be subject to a penalty.

- E -

Electronic Filing
See IRS FIRE System

EIN (Employer Identification Number)
An Employer Identification Number (EIN) is also known as a federal tax identification number, and is used to identify a business entity. Generally, businesses need an EIN.

Excel Spreadsheet Files
When saving data in Excel, use the 'Save As' method to save your file in .TXT (TAB delimited) format, not .XLS format. Sample import files in this format are included in your 1099 Pro installation and are very helpful. These files appear out of alignment when viewed from a text editor such as Notepad but look great when viewed from Excel. To import .TXT (TAB delimited) files select TAB, CR LF and Double Quotes as your delimiters in the Import Wizard.

Export Database
The 1099 Pro® Export Wizard simplifies the process of creating export files. Export files are written in ASCII format, delimited with a TAB character, and may be easily opened in Microsoft® Excel, Access or Notepad.

- F -

"F" Record
End of Transmission

Filer
The individual or organization filing the 1099.

FIRE System
Use the Filing Information Returns Electronically (FIRE) System to electronically upload informational returns to

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the IRS. Electronic files created via the 1099 Pro® Electronic File Wizard fully comply with required IRS record formats per Pub. 1220. The FIRE System is available 24 hours a day, 7 days a week to any transmitter and can be reached by visiting https://fire.irs.gov. The FIRE System can be accessed by opening a web browser, accessing the Internet and typing in the address https://fire.irs.gov.

Form Control Totals
See Control Totals

Form Status
Users must select an import status for their data in the first step of the import routine, Import Data. Selecting the correct status is important because aside from Pending, the status of the session can only be reset by voiding (deleting) the entire session.

Forms
Fill-in forms allow you to enter information while the form is displayed 1099Pro in the Enter, Update & view Screen. You can then print the completed form for your records and for filing with the IRS.

Forms Status Values
See topic on "Forms Status Values"

- G -

Generating Account Numbers
See Account Number Generation

Group Actions
Group Actions let you tag/select a number of items and then perform a single action on them. In all cases, you will be asked to confirm your choice before the action is taken.

- H -

History
1099 Pro lets you view a list of prior changes to a form. Records with a pending status display the Changing a Record screen. In the upper right corner of the form is a audit trails button. Click the "**audit trails**" button. This screen tracks all manual changes made directly to a record.

- I -

Import
Many database and spreadsheet applications such as Microsoft Excel, Access and Lotus 1-2-3 provide for the exporting of data to an ASCII file. These files can be imported into 1099 Pro, thus relieving the burden of manually entering the information onto the tax form. If your data has already been entered once, why type it again?

INI Files
The "Pro99T11.INI" file contains information specific to your installation and is located at C:\1099 Pro\Pro99T11\Admin. If installing to a directory such as Program Files it may be placed in C:\Windows. The INI file may or may not be deleted during a custom uninstall. This file can be manually deleted if you want to totally remove 1099 Pro from your system or if you want to perform a clean reinstallation. This file can remain if you want to reinstall the software but retain your settings.

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Install
See Instructions on Installing 1099 Pro.

IRS/MCC
The Internal Revenue Service, a division of the U.S. Treasury Dept. that is responsible for the assessment and collection of most federal taxes, except those relating to alcohol, tobacco, firearms, and explosives. Established in 1862, the IRS derives most of its revenues from the collection of corporate and individual income tax.

- K -

"K" Records
Contains the summary for a given payer and a given state in the Combined Federal/State Filing Program, used only when state-reporting approval has been granted.

Keyboard Shortcuts
Keyboard shortcuts allow you to quickly enter or carry out functions by applying a combination of ALT [SHIFT] or Ctrl + key Commands on your keyboard.

- L -

Laser Forms
When using **preprinted laser** forms you must select the copies to print. The Print Wizard pauses before printing each copy to prompt you to load the appropriate form into the printer. For use with Copy A, B, C &/or 1096. Forms are perforated, with each required copy preprinted with the necessary information (Copy A in red drop-out ink, Copy B in black, etc.). Saves toner and time!

-M-

Master Tax Form
In terms of Aggregating data in a tax form, the master tax form is consdiered to be the first tax form entered at the top of the list.

- O -

Online Help Tutorials
Flash enabled tutorials walk you through various tasks including importing, exporting, printing, Electronic File, queries, etc. Tutorials simplify the 1099 Pro® learning curve - try one at http://www.1099pro.com

Online Knowledge Base
Provides a searchable database of over 200 solutions for all 1099 Pro, Inc. software products. Access the Knowledge Base at http://www.1099pro.com.

- P -

Passwords
The Logon screen requires you to enter a new password. Passwords must be 3-8 characters, should not be case sensitive, and you cannot use the word "new."

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Payer Codes
A Payer code is an alphanumeric shorthand used to identify a Payer/Filer in the system. You might set up several Filers with the same TIN in the system and the Payer Code is an easy way to identify the business area you are dealing with. For example a Payer Code of 'BOD' where reporting for the Board of Directors takes place. Typically security and/or the return address would be different for each Payer Code.

Additionally, in an import file with recipient / tax form data for more than one Payer/Filer, Payer codes can be used to define which Payers / Filers the recipient / tax form data should be posted to.

(**Corporate Suite Only: The software will automatically assign Payer Codes if you do not.)**

Penalties
See Errors and Warnings

Pending
These forms were inputted or imported. Forms with a Status of Pending may be changed or deleted

Preferences
At the menu bar click "**File**" and **"Program Preferences**", or on the toolbar select the General Options tab and the Preferences icon. Preferences allow you to make changes to general settings which affect how the software functions globally.

- Q -

Queries
The Query Wizard allows custom access to your data via an intuitive wizard driven interface. *All* users can quickly create and save customized queries and then re-use those queries.

- R -

Recipients
The receiver of a 1099 tax form.

Reports
Reports are very useful for tracking the status of your forms and determining if records contain any errors or warnings. 1099 Pro offers 3 main reports to choose from: Form Control Total, Forms issued by Filer, and Form Counts.

Restore
The 1099 Pro® Backup Wizard automatically copies all data files and compresses them into a WinZip® format. You can use the program WinZip® to restore your data to a location on your hard drive.

Rights Groups
Activity Groups are used to allow or deny users from performing various activities within the system. Examples may be rights to View tax forms or rights to Import/Export tax form data. Activity Groups assigned to users cause these users to inherit the rights assigned to the Group. Activity Groups consist of two types:

- Built in Groups (Denoted by the blue/green color)
- Custom Groups that you create

Note: Built in Groups cannot be deleted or changed other than just adding or removing members.

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Roll Forward
During installation the wizard automatically looks for prior year data files. If files are located the wizard prompts to "Copy 2010 Filers to 1099 Pro 2011". This is the only opportunity to roll forward prior year data into 1099 Pro 2011.

Rule-of-250
See 250 Rule

- S -

Search
Access any recipient or filer via the Search Name field.

Security
1099 Pro® offers two levels of security: on and off.

- If security is enabled, access to 1099 Pro is limited to users with valid User ID/Password combinations. These users are restricted to specific tasks assigned by the Administrator. This performs a twofold method of protecting sensitive company data.

Service Bureau
1099 Pro has a proven track record at printing, mailing and electronic filing. Our 1099 Service Bureau will relieve you of the burden of ordering supplies, arranging for printing, stuffing and mailing of your tax forms. Input your data into our software, when you are ready to file, you transmit an encrypted file via the Internet to a secured site where we:

- Print and mail all recipient copies
- File required Federal copies
- File State copies (if necessary)
- Print, Mail & File Corrections

SSN (Social Security Number)
The nine-digit Social Security number is divided into three parts:

- The first three digits are the area number. If your Social Security number was assigned before 1972 when Social Security cards were issued by local offices, the area number reflects the State where you applied for your number. If your number was assigned in 1972 or later when we began issuing Social Security cards centrally, the area number reflects the State as determined by the ZIP code in the mailing address on your application for the number.
- The middle two digits are the group number. They have no special geographic or data significance but merely serve to break the number into conveniently sized blocks for orderly issuance.
- The last four digits are serial numbers. They represent a straight numerical sequence of digits from 0001-9999 within the group

Spreadsheets
When saving data in Excel, use the 'Save As' method to save your file in .TXT (TAB delimited) format, not .XLS format. Sample import files in this format are included in your 1099 Pro installation and are very helpful. These files appear out of alignment when viewed from a text editor such as Notepad but look great when viewed from Excel. To import .TXT (TAB delimited) files select TAB, CR LF and Double Quotes as your delimiters in the Import Wizard.

State ID Number
State ID numbers are assigned by the individual state. For example, in California the Employer Development Department (EDD) assigns a state ID number. Check with your accountant or attorney to determine your

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company's state ID number. **Many companies do NOT have one.**

Status
See Form Status

- T -

Transmitter "T" Record
Identifies the Transmitter of Electronic file information contained on 4419 forms.

Tag
The act of selecting a filer or recipient.

TCC
A Transmitter Control Code number or (TCC) is required when filing electronically. A TCC is composed of five alpha-numeric characters. If filing electronically via the Service Bureau, a TCC is not required and this information need not be completed.

Technical Support
See Technical Support

TIN - Taxpayer Identification Number

NOTE: All Forms 1099 must include payee tax identification numbers (TINs). A TIN is a social security number issued by the Social Security Administration, an Employer Identification Number issued by the IRS, or an Individual Tax Identification Number issued by the IRS. Individual Tax Identification Numbers are generally restricted to certain foreign vendors who are not eligible for social security numbers.

TIN Matching
See Bulk TIN Matching

Transmitter Control Code
*See **TCC** Number*

Transmitter Information
The Individual or Organization responsible for filing the tax forms electronically to the IRS. To obtain a TCC, file Form 4419 to request authorization to file forms electronically. Form 4419 must be mailed at least 30 days prior to the filing deadline for the electronic file. Form 4419 may be printed at the Print Blank Forms screen. For more information on TCC's, contact the IRS-MCC at (304) 263-8700.

- U -

Un-Installing
The Select Uninstall Method screen offers two options for removing 1099 Pro from your hard drive:

- "Custom" allows the user to select files individually (recommended).
- "Automatic" initiates a default uninstall routine. This option leaves behind your current data files under the main program directory in the folder named "Data", the Uploads folder containing any uploads generated by the 1099 software for submission to the Service Bureau, and miscellaneous .DLL files used by the software. In addition the .INI file is also preserved in the \Windows directory.

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User(s)/UserID
A user is an individual who has access to the software. Rights and permissions which delegate what this user can and cannot
do are assigned to the user and then the user freely uses the software either with some restrictions or no restrictions.

User Group(s)
User Groups are created by attaching one or more Access Groups and one Activity Group to them.
A users rights are determined based on which User Groups they are a member of:

- Administrator/ALL Rights
- Tax Forms (Edit/Pending)
- Tax Forms (Full Rights)
- Tax Forms (View Only)
- Import Tax Form Data
- Export Tax Form Data
- All Tasks Except Security
- File Tax Forms with IRS
- Service Bureau Upload
- W-9 Tracking

- V -

Virus Checkers
Disable virus checkers (e.g., Norton, McAfee, ViruScan, etc.) PRIOR to installation to avoid potential corruption. Random errors in 1099 Pro are typically due to installation of software while running a virus checker. After a successful installation, re-enable the virus checker.

- W -

W-9
Use Form W-9 Request for Taxpayer Identification Number and Certification to request a recipient's TIN if the recipient is a U.S. person or U.S. resident alien. If the recipient is a foreign person use the appropriate Form W-8. *See How to Create a W9 Request in the software*

Warnings
See Errors and Warnings

Web Updates
The Check for Updates feature uses the Internet to check the 1099 Pro, Inc. update servers for a newer version of this program. Instead of running the full Web Update procedure from your Windows Start->Programs menu, you can now quickly check for updates from within 1099 Pro, or even have the program automatically check for you. If there is a new version, a message will pop up to display the new version and a one line summary of what is included in the update.

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36.1 250 rule

Rule-of-250

The **Rule-of-250** states that any filer submitting 250 or more forms of any one type must submit those forms electronically. Failure to do so may result in fines of up to $50 per form.

If you are not signed up for the IRS FIRE system or do not wish to do so our SAS 70 TYPE II Service Bureau offers electronic filing services. Please call us at (866) 444-3559 to schedule an appointment and obtain pricing.

Please see the excerpts below from the IRS General Instructions for Forms 1099, 1098, 5498, and W-2G.

1099 Informational Returns

Electronic reporting may be required for filing all information returns discussed in these instructions (see Who must file electronically on this page). Different types of payments, such as interest, dividends, and rents, may be reported in the same submission.

Pub. 1220 provides the procedures for reporting electronically and is updated annually. Pub. 1220 is available on the IRS website at *www.irs.gov*. You can file electronically through the Filing Information Returns Electronically System (FIRE System); however, you must have software that can produce a file in the proper format according to Pub. 1220. The FIRE System does not provide a fill-in form option. The FIRE System operates 24 hours a day, 7 days a week. You may access the FIRE System via the Internet at *http://fire.irs.gov*. See Pub. 1220 for more information

Who must file electronically:
If you are required to file 250 or more information returns, you must file electronically. The 250-or-more requirement applies separately to each type of form. For example, if you must file 500 Forms 1098 and 100 Forms 1099-A, you must file Forms 1098 electronically, but you are not required to file Forms 1099-A electronically. The electronic filing requirement does not apply if you apply for and receive a hardship waiver. See How to request a waiver from filing electronically below.

The IRS encourages you to file electronically even though you are filing fewer than 250 returns.

Filing requirement applies separately to originals and corrections.
The electronic filing requirements apply separately to original returns and corrected returns. Originals and corrections are not aggregated to determine whether you are required to file electronically. For example, if you file 400 Forms 1098 electronically and you are making 75 corrections, your corrections can be filed on paper because the number of corrections for Form 1098 is less than the 250 filing requirement. However, if you were filing 250 or more Form 1098 corrections, they would have to be filed electronically.

How to get approval to file electronically:
File Form 4419, Application for Filing Information Returns Electronically, at least 30 days before the due date of the returns. File Form 4419 for all types of returns that will be filed electronically. See Form 4419 for more information. Once you have received approval, you need not reapply each year. The IRS will provide a written reply to the applicant and further instructions at the time of approval, usually within 30 days.

How to request a waiver from filing electronically:
To receive a waiver from the required filing of information returns electronically, submit Form 8508, Request for Waiver From

Filing information returns Electronically, at least 45 days before the due date of the returns. You cannot apply for a waiver for more than 1 tax year at a time. if you need a waiver for more thank 1 year, you must reapply at the appropriate time each year.

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If a waiver for original returns is approved, any corrections for the same types of returns will be covered under the waiver.
However, if you submit original returns electronically but you want to submit your corrections on paper, a waiver must be approved for the corrections if you must file 250 or more corrections.
If you receive an approved waiver, do not send a copy of it to the service center where you file your paper returns. Keep the waiver for your records only.

Penalty:
If you are required to file electronically but fail to do so, and you do not have an approved waiver, you may be subject to a penalty of $50 per return for failure to file electronically unless you establish reasonable cause. However, you can file up to 250 returns on paper; those returns will not be subject to a penalty for failure to file electronically. The penalty applies separately to original returns and corrected returns.

36.2 Alignment

Alignment

Alignment adjustments are measured in hundredths of an inch from the default margin. For example, "0.25" would shift the top margin down 1/4-inch and "-0.25" would shift the top margin up 1/4-inch.

36.3 Business Rules

Business Rules
Business Rules are formulated in conjunction with the compliance experts from IRS Compliance to check that data being processed in 1099 Pro's software does not contain common formatting errors, form specific errors, is valid for State and Federal filing, and can be used to separate records with different levels of issues for processing.

36.4 Ascii

ASCII

A simple text file where fields are separated (delimited) with certain characters (e.g., a tab, space, or pipe). 1099 Pro's import capability includes most any ASCII file. These files can be exported out of most database & spreadsheet applications as an ASCII file, comma separated value (CSV) or tab delimited. Need help? Contact Technical Support.

Phone: (888) PRO-1099, Select Option 2

Email: Click here to E-Mail Support

Technical support is available:
Monday thru Friday from 7am to 5pm (PST) (Excluding Holidays)

36.5 Cascading updates

Cascading updates

Cascading updates are changes made to a recipient's name or address at the Browse Recipients screen.

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36.6 Copy A

Copy "A"

Copy A and the **1096** Transmittal Sheets are preprinted with a special red ink that is invisible to the IRS scanners. You are encouraged NOT to print Copy A and the Transmittals until mid-February in case changes are required. If filing 250+ forms of any one type you must file electronically with the IRS or face penalties.

36.7 Corrected options

Corrected Options

The **Corrected Options** screen is accessed whenever a corrected form (or original form associated with a correction) is selected at the Browse Form Records screen.

36.8 End of Payer "C" Record

End of Payer "C" Record

End of Payer "C" Record - Contains the total number of payees and the totals of the payment amount fields filed for each payer and/or particular type of return.

36.9 End of Transmission "F" Record

End of Transmission "F" Record - Contains a summary of the number of payers in the entire file.

36.10 Filer

Filer

The term **Filer** is used by the IRS for the person or organization filing the 1096 transmittal. The terms filer, employer and payer are sometimes used interchangeably.

36.11 Hotspot

Hotspot

Hotspot (or popup) items are indicated by a dotted line underneath a word or phrase. Click the hot spot to view a popup information box.

Jump items are indicated by a solid line underneath a word or phrase. Click the jump to link to a related help topic.

36.12 Import Map

Import Map

Import Maps describe the format and contents of external data files so that the information they contain can be imported into the program.

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36.13 Location code

Location Code

Location Code
Use to set up multiple filers with the same TIN; allows different return addresses for different forms.

36.14 Payee "B" Record

Payee "B" Record

Payee "B" Record - Contains the payment information from the information returns

36.15 Payer "A" Record

Payer "A" Record

Payer "A" Record - Identifies the person making payments

36.16 Pending

Pending

All records are assigned a print status that determines their position in the filing cycle. A **pending** record is available for printing and/or changes. The terms "pending" and "not printed" are sometimes used interchangeably.

See Print Status topic.

36.17 Pending Status

Pending Status

Select this option if you are still printing copies of these records. These records maintain their *pending* print status and are available for edits and/or further printing.

☑ Print Status Overview

36.18 Recipient Employee

Recipient Employee

A **recipient** is an individual or business that receives a 1099. An **employee** receives a W-2. The terms recipient and employee are sometimes used interchangeably.

36.19 Roll Forward Utility

Roll Forward Utility

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Transfer filer, recipient transmitter & Recipient data from 1099 Pro® prior year data into 1099 Pro® 2011. You have the option of choosing these individually.

Roll Forward
During installation the wizard automatically looks for prior data files. If files are located the wizard prompts to "Copy 2010 Filers to 1099 Pro 2011" and to "Copy 2010 Recipients to 1099 Pro 2011". This is the only opportunity to roll previous year data into 1099 Pro 2011.

Note: During the process of rolling forward your data you may encounter a situation in where your 1099 Pro checks for but does not immediately see your data. Perhaps your data is located in another location such as on a floppy disk or possibly on a location on a network server. (i.e. X:\Company Name\1099 Pro\Data9910) Place a check mark in the box **["YES"]** which tells 1099Pro that you want to select a different location other than the default directory for your prior year's data. Browse to the directory where your prior year's data is located then proceed in rolling forward your data. You may also run into a problem where if the data you want to rollover is relates to a year prior to your last year's data you may need to update it by performing a check for updates in your software. See Web Updates on how to perform this function. You may also run into a problem where if the data you want to rollover is related to a year prior to your last years data you may need to update it by performing a check for updates in your software. Prior 1099 software may require a web update to perform a roll forward if the file format is out of date. See "Web Update" in the prior year software instructions on how to perform this function. Rolling forward data from a year prior to the previous tax year is not directly supported. Contact Technical Support if you need assistance in rolling forward data from a year prior to last year.

36.20 SAS 70 Type II

SAS 70 Type II

SAS 70 is an acronym which stands for **Statement on Auditing Standard 70**.

It was developed and is maintained by the AICPA - American Institute of Certified Public Accountants.

Specifically, **SAS 70** is a "Report on the Processing of Transactions by Service Organizations".

Professional standards are set up for a Service Auditor that audits/assesses internal controls of a service organization. At the end of the audit, the Service Auditor issues a crucial report called the "Service Auditor's Report".

It is very important to note that **SAS 70** is not a barebones checklist audit. Rather, it is an extremely thorough audit that is used chiefly as an authoritative guidance.

Further, there is a substantial difference between the Type I and **Type II** reports. **Type II** reports are even more thorough, because the auditors also give an opinion on how effective the controls operated under the defined period of the review. Type I reports only list the controls in place, while **Type II** reports on the review, testing and efficacy of these controls to reasonably assure that they are working correctly.

If further information is required, please contact the 1099 Pro Service Bureau at 866 444-3559.

36.21 SSN

Social security numbers

Social security numbers (SSNs) should be formatted as ###-##-####. Dashes are required to differentiate

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EINs from SSNs (there are 100,000 numbers that are identical except for the placement of the dash!)

36.22 State Totals "K" Records

State Totals "K" Records

State Totals "K" Records - Contains the summary for a given payer and a given state in the Combined Federal/State Filing Program, used only when state-reporting approval has been granted.

36.23 Tag

tag

Individually **tag** (select) a record, print session or filer. A tagged item is marked by a red checkmark.

36.24 Task Panel

Task Panel

The **task panel** provides quick access to common tasks.

36.25 TCC

TCC

Transmitter Control Code. Assigned to a filer when they have filled out Form 4419 at least 30 days prior to the filing deadline for the electronic file. Print Form 4419 at the Print Blank Forms screen.

36.26 TIN

TIN

Taxpayer identification number. An SSN (Social Security Number) has 9 digits divided by 2 hyphens, i.e. 333-22-4444. An EIN (Employer Identification Number) has 9 digits divided by 1 hyphen, i.e. 22-7777777. **The placement of the dash is critical!**

36.27 TIN (SSN) Masking

TIN (SSN) Masking

Use of this option allows you to print recipient copies of forms with the SSN# masked i.e. 444-12-1234 will display as XXX-XX-1234 for added security when mailing to the recipient.

Note: when SSN masking is enabled for a filer or print run ALL copies printed for the recipient will be masked. For example if the recipient receives both a recipient and a state copy the SSN will be masked on both*.

IRS Rules and Restrictions for use of SSN Masking:**

-EIN or TIN formatted like 12-3456789 cannot be masked.

-A masked SSN has an 'X' for the first 5 digits. Example: XXX-XX-1234

-Masking is only available for Recipient copies. For example if the recipient receives both a recipient and a

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State copy the SSN will be masked on both forms.

-Masking can only be used on 1098, 1099, and 5498 series forms as per IRS Notice 2009-93. Masking is available for Calendar years 2009-2012. Update per Notice 2011-38 1098-C is no longer allowed to be masked.

*There is no masking available for continuous forms.

**This software will automatically apply these rules as needed when SSN masking is selected.

36.28 Transmitter "T" Record

Transmitter "T" Record

Transmitter "T" Record: Identifies the Transmitter of Electronic file information contained on 4419.

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